



Connecticut Immunization Registry and Tracking System

Release 1.1

CIRTS User Manual

September 2012

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Introduction

Welcome

Welcome to the Connecticut Immunization Registry and Tracking System (CIRTS).

Purpose

The goal of this manual is to provide you with a thorough understanding of the Connecticut Immunization Registry and Tracking System (CIRTS).

Upon successful completion of this training, you will be given a User ID and Password with authorization to use CIRTS.

Objectives

Upon completion of this manual, you will be able to:

- ☐ Log in and out of the CIRTS application
- ☐ Navigate through the CIRTS application
- ☐ Create, find, and modify immunization records
- ☐ Find and modify facility records
- ☐ Enter data in CIRTS Question Packages
- ☐ Work with CIRTS system tasks and concerns
- ☐ View and print CIRTS reports
- ☐ Print Immunization Certificates
- ☐ Follow links to DPH and CDC resources such as immunization schedules, immunization practice recommendations, and vaccine information statements

AGENDA

Overview

The agenda for this guide is as follows:

Chapter	Purpose
Chapter 1: CIRTS System Overview	<ul style="list-style-type: none"> • Explain the basic structure, purpose and benefits of the Maven Connecticut Immunization Registry and Tracking System (CIRTS) • Demonstrate the ability to Log In and Out of CIRTS using the Single Sign-On (SSO) screen
Chapter 2: CIRTS System Environment	<ul style="list-style-type: none"> • Identify the main parts of the CIRTS Splash screen and Dashboard and specify the purpose of each
Chapter 3: Immunization Certificates, Forecast, and Summary	<ul style="list-style-type: none"> • Demonstrate how to view and print an Official Immunization Certificate, Immunization Summary, and Immunization Forecast
Chapter 4: Searching	<ul style="list-style-type: none"> • Demonstrate how to search for Immunization and Facility records based on specified selection criteria
Chapter 5: Immunization Record Creation and Management	<ul style="list-style-type: none"> • Demonstrate the ability to create and modify records • Explain deduplication
Chapter 6: Concerns	<ul style="list-style-type: none"> • Explain how to view and update information for system-generated concerns • Explain how to enter user-generated concerns
Chapter 7: Question Packages – General Operating Procedures	<ul style="list-style-type: none"> • Explain the general operating procedures for CIRTS Pre-Defined Question Packages
Chapter 8: Medical Home Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Medical Home Question Package
Chapter 9: Demographics Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Demographics Question Package
Chapter 10: CIRTS Consent Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the CIRTS Consent Question Package
Chapter 11: Clinical Comments Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Clinical Comments Question Package
Chapter 12: Immunization Detailed History Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Immunization Detailed History Question Package
Chapter 13: Immunization Administration – Current Provider Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Immunization Administration – Current Provider Question Package
Chapter 14: Immunization Administration – Historical Provider Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Immunization Administration – Historical Provider Question Package
Chapter 15: Insurance Question Package	<ul style="list-style-type: none"> • Explain how to use and enter information in the Insurance Question Package

Chapter 16: Electronic Birth Certificate Download Question Package	<ul style="list-style-type: none">• Explain how to use and enter information in the Electronic Birth Certificate Download Question Package
Chapter 17: Tasks	<ul style="list-style-type: none">• Explain how to create, review and complete tasks
Chapter 18: Reports	<ul style="list-style-type: none">• Explain how to view, print, and export CIRTS reports

Chapter 1: Maven Connecticut Immunization Registry and Tracking System Overview

OVERVIEW

Purpose

Explain the basic structure, purpose and benefits of the CIRTS system and demonstrate how to log into the CIRTS system.

Objectives

- User Groups and Permissions
 - Log into CIRTS
 - Log out of CIRTS
 - Understand how system passwords work
-

CONNECTICUT IMMUNIZATION REGISTRY AND TRACKING SYSTEM (CIRTS) OVERVIEW

The Connecticut Immunization Registry and Tracking System (CIRTS) is an electronic immunization tracking system that allows public health officials and medical providers to receive, manage, process, and analyze immunization-related data. Data from CIRTS can be extracted for the purposes of monitoring, reporting, and performing trend analysis.

CIRTS is based on Consilience Software Inc.'s Maven - a commercial-off-the-shelf (COTS), web-based business rules engine that has been modified for the Connecticut Department of Public Health. It provides interactive, automated information gathering and decision support processes for each record and is compatible with state and national IT standards. It also complies with the Centers for Disease Control and Prevention (CDC) Public Health Information Network (PHIN) published standards and National Vaccine Advisory Committee (NVAC) functional standards.

CIRTS allows secure communication and coordination between the Department of Public Health and medical providers. CIRTS is a secure environment that only displays the data someone needs and is authorized to see. CIRTS can:

- provide a reliable immunization history for any child, whether a new or continuing patient
- consolidate immunizations from all providers into one record
- determine immunizations due or overdue
- provide reminders and recalls for immunizations due or overdue
- generate official immunization records needed for school and day care entry
- generate immunization coverage reports
- provide current recommendations and information on new vaccines
- facilitate introduction of new vaccines or changes in the immunization schedule
- import and export immunization data electronically



CIRTS is HIPAA compliant.



The Maven software application has been designed and modified for use by several DPH areas. Although extensive modifications have been made to adapt it to meet CIRTS needs, you might still see some functionality that will not be used by CIRTS at this time.

USER GROUPS AND PERMISSIONS

Information entered into CIRTS is very sensitive, health-related material. System security is in accordance with established HIPAA standards. Users will be assigned a username and password that will provide access to the system. Each username is connected to one or more roles and one or more groups, which give access to specific system features. The roles and groups to which a user is assigned depend on their job function. Permissions, roles, and groups are described in detail below.

- **Permission:** Permissions in the CIRTS provide the ability within the system to perform certain actions, such as “add a new case” or “manage people and facilities”.
- **Role:** A group of permissions makes up a role. For example, one role is a Provider Site. This role has permissions such as “add a new case” or “edit immunizations given at own site”. The role of DPH Admin comes with additional permissions, such as the ability to manage people and facilities and run coverage reports. The Provider performs different job functions and therefore has a different set of permissions than a DPH Admin.
- **Group:** Users are members of groups based on the provider facility. Each provider facility may only see and/or modify those facility or immunization records that they have permissions to view and/or modify.

CIRTS ROLES

There are four roles in CIRTS:

- **DPH Super Administrator:** This is the highest level role. It has permissions to access all CIRTS functions and it is limited to DPH only. Users with this role can:
 1. Log into the CIRTS Administration application
 2. Modify all user accounts
 3. Create, modify, and delete immunization and facility records
 4. View and print CIRTS reports
 5. Access CIRTS workflows
 6. Import and export records
 7. Create, modify, and assign tasks and concerns
 8. Deduplicate case records
 9. Access all CIRTS case functionality
- **DPH Administrator:** This role is granted to DPH Administrators. Users with this role can:
 1. Create and modify immunization and facility records
 2. View and print CIRTS reports
 3. Import and export rosters
 4. Access all CIRTS case functionality
 5. Import and export records
 6. Create, modify, and assign tasks and concerns
 7. Deduplicate case records
- **DPH Staff:** Users with this role can:
 1. Create and modify immunization records
 2. View facility records
 3. View and print CIRTS reports
 4. Create, modify, and assign tasks and concerns
- **Provider Site:** Users with this role can:
 1. Create and modify immunization records
 2. Modify the facility record for their assigned group
 3. View and print CIRTS reports
 4. Create, modify, and assign tasks and concerns

LOGGING IN

CIRTS is accessed through a web browser.



Please use Internet Explorer version 7.0 or greater the first time you login

To log into CIRTS, follow these steps:

Open an Internet browser and type the URL provided to you from the DPH

1. Click the **Go** button or press the **Enter** key.

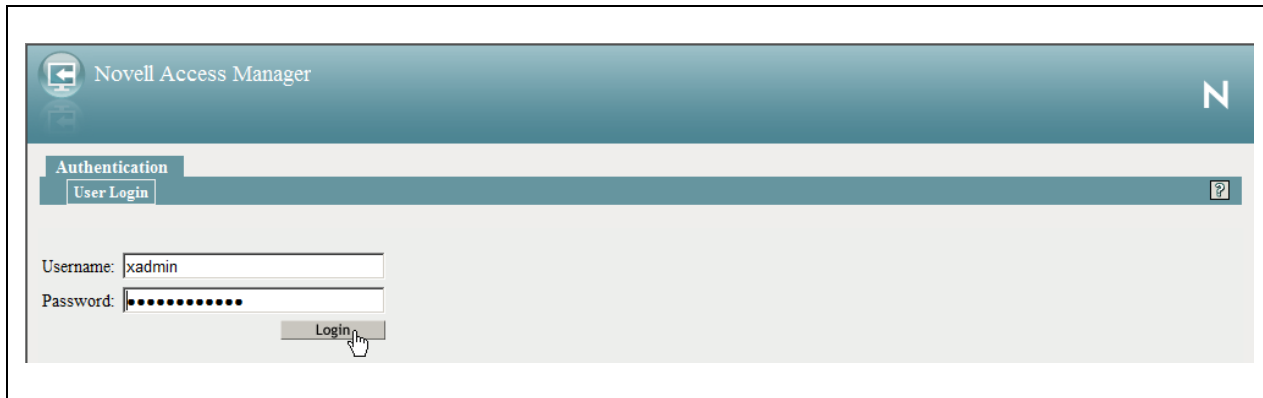
The following Login screen will appear:

2. Enter your assigned **Username** and **Password** in the appropriate text boxes.



Caution: Username and Password are case sensitive so be sure to enter them exactly as they were provided. For example, XYZ123 is not the same password as xyz123.

3. Click the **Login** button.

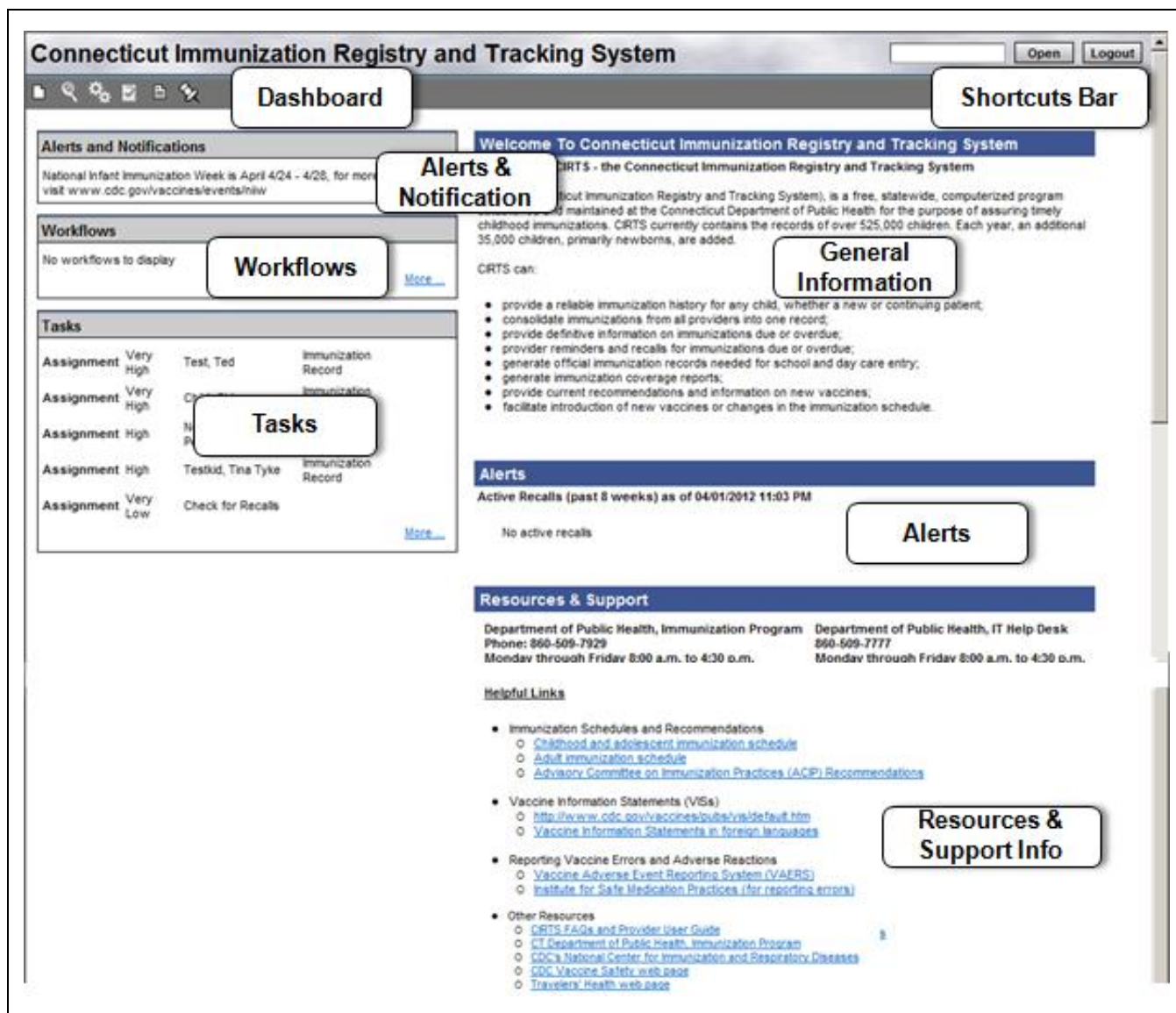


The screenshot shows the Novell Access Manager User Login interface. The header is teal with the Novell logo and 'Novell Access Manager' text. Below the header is a 'User Login' tab. The login form contains fields for 'Username' (with 'xadmin' entered) and 'Password' (with masked dots). A 'Login' button is at the bottom right of the form, with a mouse cursor hovering over it.

The CIRTS Splash screen will display. CIRTS will also revert to this Splash screen when no record is open (loaded).

THE CIRTS SPLASH SCREEN

Overview



The CIRTS Splash screen is divided into eight separate areas:

1. **Dashboard:** has icons that perform the majority of the functions within the application. Depending on a user's role, the number of buttons in the toolbar may vary
2. **Shortcuts Bar:** has some buttons that users might use to quickly perform an action (such as Open a case or Logout of the application) within CIRTS
3. **Alerts & Notifications:** will appear only if CIRTS has active alerts or notifications and provides information regarding active news alerts

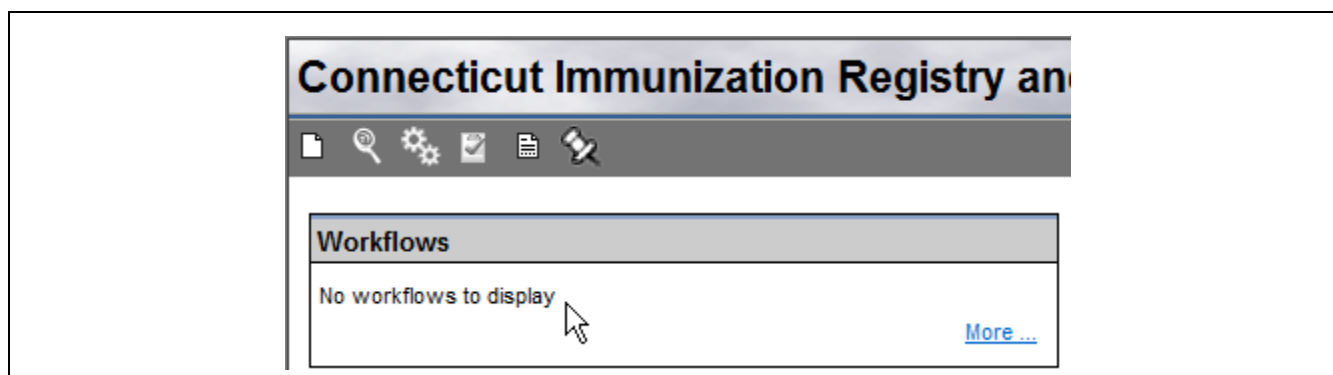
4. **Workflows:** displays Workflow queues with summary information and links to the displayed queues – at this time, there are no Workflow queues for Provider Sites
5. **Tasks:** displays a list of tasks assigned to the user with summary information and links to the displayed tasks
6. **General Information:** provides an overview of CIRTS functionality
7. **Alerts:** provides Alert information regarding active recalls/shortages of vaccines and news alerts
8. **Resources & Support Info:** contains Help Desk contact information for CIRTS system support and problem reporting; also contains links to helpful information such as Immunization Schedules and Vaccine Information Statements

SPLASH SCREEN NAVIGATION

The Splash screen has a toolbar that provides tools to create new records, search for existing records, access workflows and tasks, open reports, and find recent records. The Splash screen also provides links to Workflow Queues, Tasks, and helpful links.

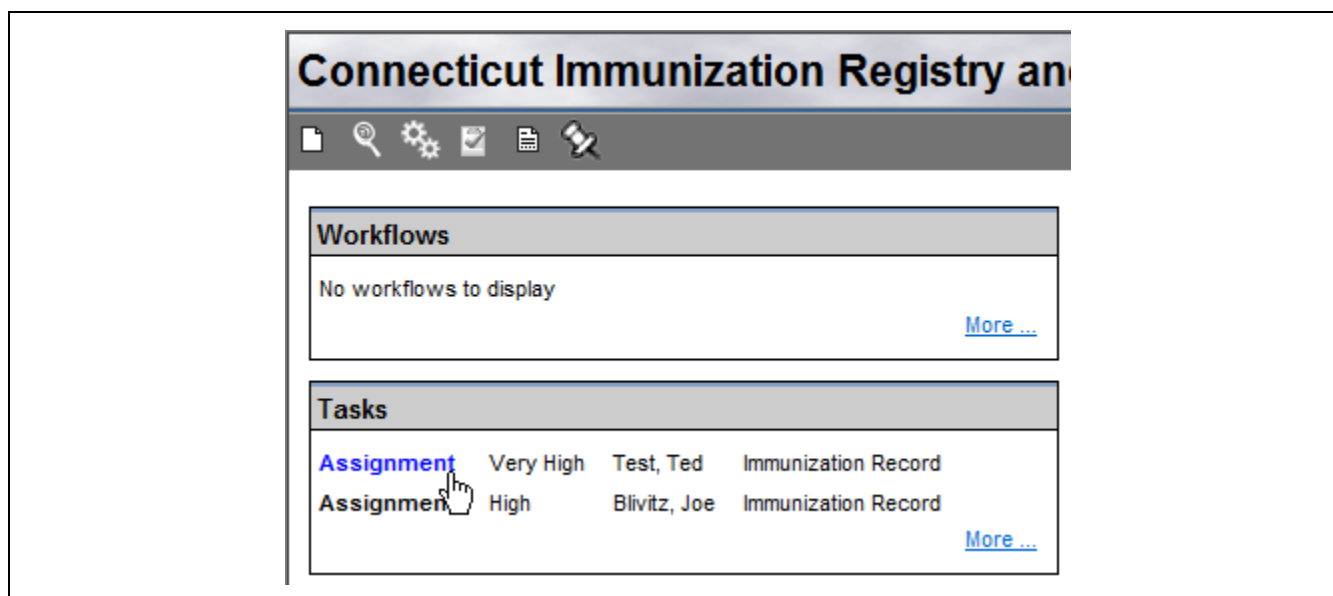
Workflows queues:

1. At this time, there are no Workflow queues for Provider Sites. This section will only display Workflows for DPH users.



To display a task:

1. Click the link for the appropriate task.



The Task Information screen for the selected task will display.

Edit Task

Task Information

Immunization Record: [100084349 - Immunization Record - Ted Test](#)

Type:


Status:


Created By: Sally Someone [sbsite]


Create Date: 02/05/2012

Last Update: 02/05/2012

Priority:

Due Date: 


Start Date(mm/dd/yyyy): 



Complete Date: 

Description:

Notes:

Please do this ASAP!

Assign to user:  [\[Assign to me\]](#)

Assign to group:  

2. Refer to the instructions in Chapter 17 (Tasks) of this guide for complete information on using tasks.

Alerts

The Alerts area of the Splash screen provides information about active recalls/shortages of vaccines and news alerts.

Alerts and Notifications
<p>National Infant Immunization Week is April 4/24 - 4/28, for more info, visit www.cdc.gov/vaccines/events/niw</p> <p>Please note: the TdaP is not forecasting correctly at this time. We are working on resolving this issue</p>

Resources and Support

The Resources & Support area contains Help Desk contact information for CIRTS system support and problem reporting; it also contains links to helpful information such as Immunization Schedules and Vaccine Information Statements

Resources & Support	
<p>Department of Public Health, Immunization Program Phone: 860-509-7929 Monday through Friday 8:00 a.m. to 4:30 p.m.</p>	<p>Department of Public Health, IT Help Desk 860-509-7777 Monday through Friday 8:00 a.m. to 4:30 p.m.</p>
<p><u>Helpful Links</u></p> <ul style="list-style-type: none"> Immunization Schedules and Recommendations <ul style="list-style-type: none"> Childhood and adolescent immunization schedule Adult immunization schedule Advisory Committee on Immunization Practices (ACIP) Recommendations Vaccine Information Statements (VISs) <ul style="list-style-type: none"> http://www.cdc.gov/vaccines/pubs/vis/default.htm Vaccine Information Statements in foreign languages Reporting Vaccine Errors and Adverse Reactions <ul style="list-style-type: none"> Vaccine Adverse Event Reporting System (VAERS) Institute for Safe Medication Practices (for reporting errors) Other Resources <ul style="list-style-type: none"> CIRTS FAQs and Provider User Guide CT Department of Public Health, Immunization Program CDC's National Center for Immunization and Respiratory Diseases CDC Vaccine Safety web page Travelers' Health web page 	

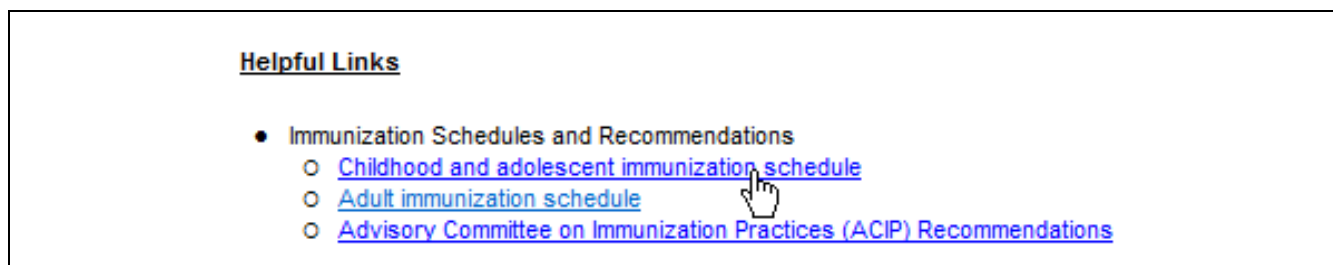
The current links in the resources & Support area include:

- Immunization Schedules & Recommendations

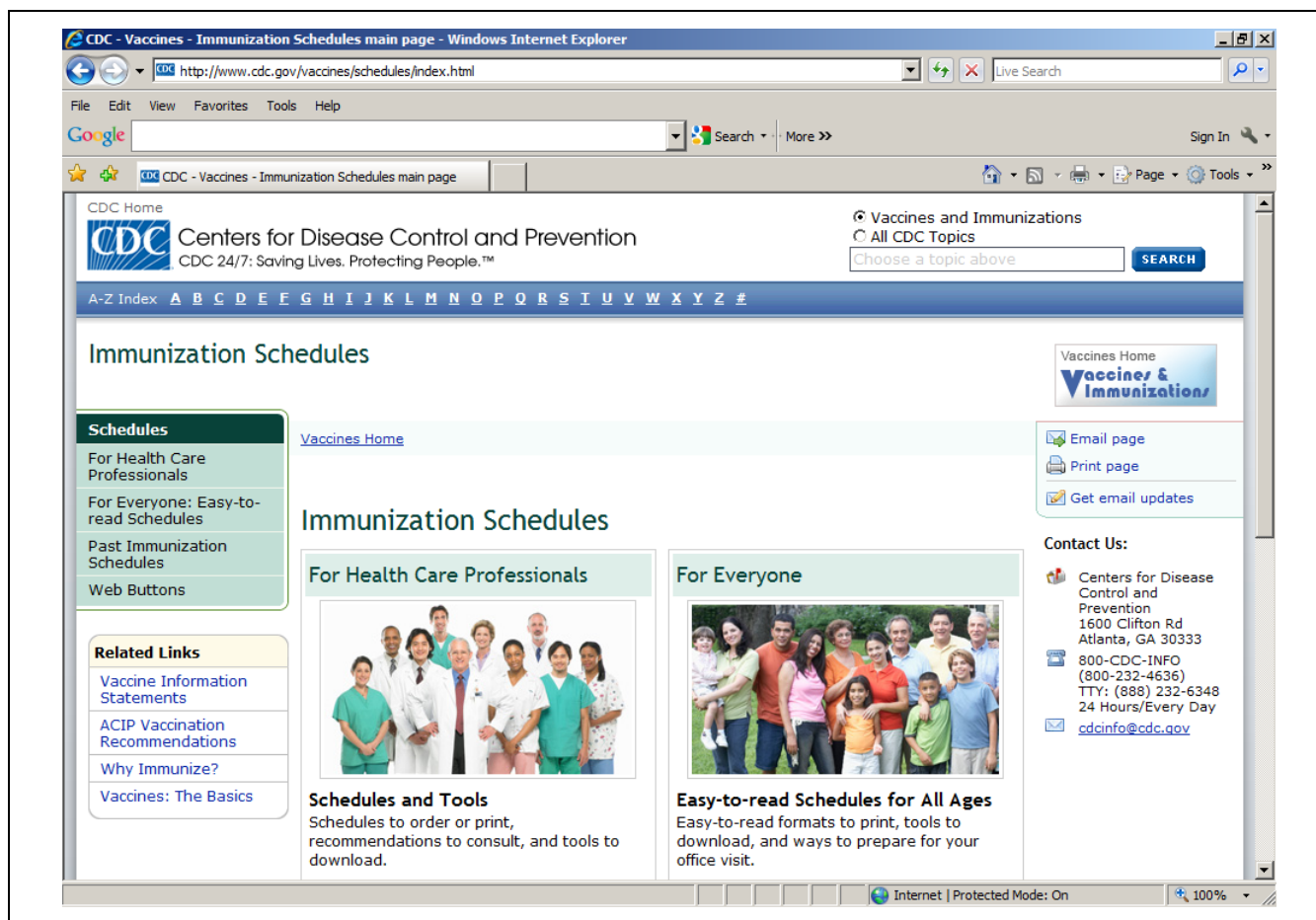
- Vaccine Information Statements (VISs)
- Reporting Vaccine Errors and Adverse reactions
- Other Resources (CDC sites, etc.)

To open a link:

1. Point to one of the links with your mouse and click.



The selected site will open in its own new window.



2. When the selected site is closed, you will be returned to the CIRTS Splash screen.

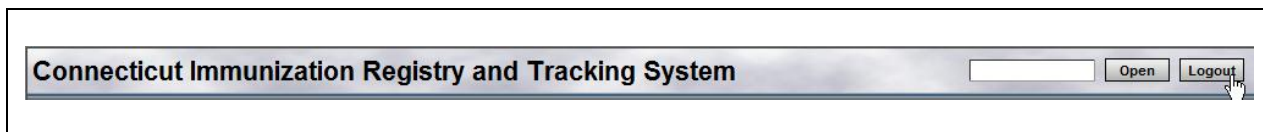
LOGGING OUT

Because of the sensitive nature of the data in the CIRTS, each user should exercise care when using the system. The CIRTS system is only as secure as the person using it. Therefore:

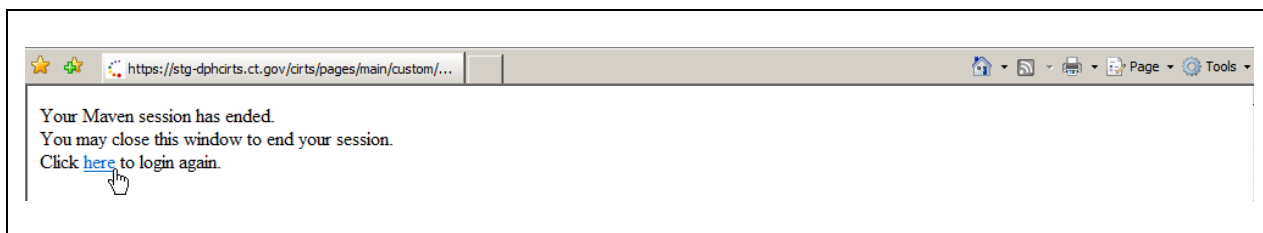
- Never share a password or use another user's password or login name
- Always log out of the system whenever you leave your computer

To log out of CIRTS, follow these steps:

1. Click the **Logout** button in the upper right corner of either the CIRTS Splash screen or the CIRTS Main screen.



This action will end the Maven CIRTS session and display the following message:



2. Click the **here** hyperlink to log back into CIRTS or close the window to end the session.

OPERATING IN THE MAVEN CIRTS ENVIRONMENT

While CIRTS is a very intuitive environment, there are a few general operating rules that a user must know to use the system efficiently and avoid problems

- Always use the command buttons and links provided by CIRTS
- Use the Tab key or the mouse to navigate between data fields
- **Do not** use the Enter key to navigate between data fields
- **Do not** use the web Browser's Back button
- CIRTS will time-out after twenty minutes of inactivity

SYSTEM PASSWORDS

Note that passwords do expire every 60 days. On the 60th day, the system will start to warn the user that the password will expire. There is no limit to the number of times that a user can unsuccessfully attempt to login to CIRTS; the system will never lockout a user account. If a user forgets the Username or Password, the user must contact a DPH System Administrator to reset the password and regain access to the system.

The CIRTS requires users to establish “strong” passwords with the following requirements:

- Must be 8-12 characters in length
- Must contain at least one number
- Must contain at least one alpha character
- Must contain at least one symbol
- Are case sensitive
- The system will not allow the re-use of a previously used password



Remember: Passwords are case-sensitive. For example, XYZ123 is not the same password as xyz123.



Only DPH System Administrators can reset system passwords. Provider Site users must contact the DPH Help Desk at 860-509-7777 to resolve any password or account problems.

Chapter 2: The Main Application CIRTS Environment

OVERVIEW

Purpose

Describe the basic operating environment of CIRTS

Objectives

- Explain the four elements of the CIRTS environment
 1. The CIRTS Dashboard
 2. Shortcuts Bar
 3. Immunization/Organization Record
 4. Patient/Facility Information
-

THE CIRTS ENVIRONMENT

The CIRTS environment is divided into four separate areas:

1. **Dashboard:** has icons that perform the majority of the functions within the application. Depending on a user's role, the number of buttons in the toolbar may vary. For example, a DPH Administrator user will see the "Manage People and Facilities" icon, while Provider Site user will not see that icon because the assigned role does not permit that action.
2. **Shortcuts Bar:** has some buttons that users might use to quickly perform an action (such as Open a case or Logout of the application) within CIRTS.
3. **Immunization/Organization Record:** contains summary information specific to each immunization or organization record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading "Immunization Record". If a facility record was opened, the section will have the heading "Organization Record".
4. **Patient/Facility Information:** contains the detailed information about the immunization record or facility record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading "Patient Information". If a facility record was opened, the section will have the heading "Facility Information".

CIRTS Main Screen for a Facility Record

Connecticut Immunization Registry and Tracking System

Dashboard Shortcuts Bar

Organization Record

Summary Information

CIRTS ID:	100001739	Facility ID:	1005	[Read Only]
Record Type:	Facility			
Client:	Tester Pediatrics Phone: (860) 123-4567			
Case Dates:	Create Date: 08/04/2012			
Case Status:	Open			

Edit Case Properties

Facility Information

Facility Data	Facility Info	Tasks
---------------	---------------	-------

Question Packages

QUESTION PACKAGE	FACILITY	LAST UPDATE	UPDATED BY
Facility Demographics	Record	08/04/2012	Sally Admin [sbadmin]

View Question Package

CIRTS Main Screen for an Immunization Record

Connecticut Immunization Registry and Tracking System

Dashboard **Shortcuts**

Immunization Record

Summary Information

CIRTS ID:	100084347
Record Type:	Immunization Record
Client:	Joe Blumitz Birth Date(mm/dd/yyyy): 01/01/2012 (0 y 0 m Male) Phone:
Case Status:	Open

Immunization Summary, Forecast & Schedules:

Summary and Forecast: [Immunization Summary](#) [Immunization Forecast](#) [Immunization Certificate](#)

CDC Schedules : [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization Schedule](#)

Overdue Vaccines: **HepB**

Vaccines Due: None

Enrolled In CIRTS: Yes

VFC Status/Insurance: Unknown / Privately Insured : N/A

[Edit Case Properties](#)

Patient Information

Immunizations Data	Concerns	Client Info	Tasks	Case History																																								
<p>Question Packages</p> <table border="1"> <thead> <tr> <th>QUESTION PACKAGE</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> </tr> </thead> <tbody> <tr> <td>01. Medical Home</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbsite</td> </tr> <tr> <td>02. Demographics</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> <tr> <td>03. CIRTS Consent</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> <tr> <td>04. Clinical Comments</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> <tr> <td>05. Immunization Detailed History</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> <tr> <td>06. Immunization Administration - Current Provider</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> <tr> <td>07. Immunization Administration - Historical Provider</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> <tr> <td>08. Insurance</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> <tr> <td>09. Electronic Birth Certificate Download</td> <td>Immunization Record</td> <td>01/29/2012</td> <td>sbadmin</td> </tr> </tbody> </table>					QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY	01. Medical Home	Immunization Record	01/29/2012	sbsite	02. Demographics	Immunization Record	01/29/2012	sbadmin	03. CIRTS Consent	Immunization Record	01/29/2012	sbadmin	04. Clinical Comments	Immunization Record	01/29/2012	sbadmin	05. Immunization Detailed History	Immunization Record	01/29/2012	sbadmin	06. Immunization Administration - Current Provider	Immunization Record	01/29/2012	sbadmin	07. Immunization Administration - Historical Provider	Immunization Record	01/29/2012	sbadmin	08. Insurance	Immunization Record	01/29/2012	sbadmin	09. Electronic Birth Certificate Download	Immunization Record	01/29/2012	sbadmin
QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY																																									
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02. Demographics	Immunization Record	01/29/2012	sbadmin																																									
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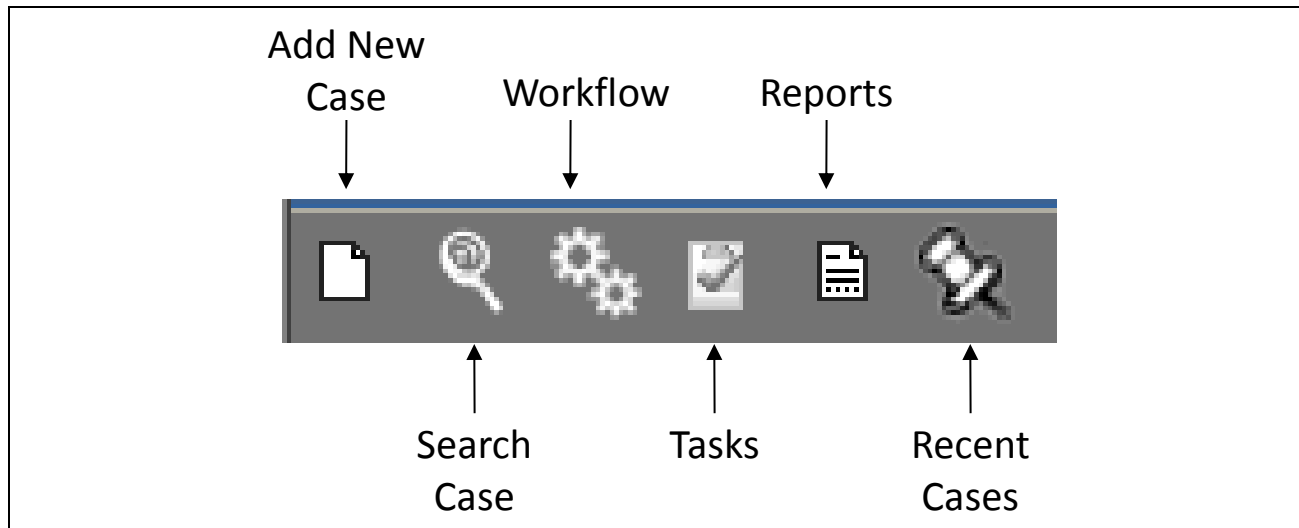
THE DASHBOARD

The CIRTS Dashboard is the point from which most actions take place. Here are some examples of what users can access from this screen:

- Create a new immunization record
- Search for an existing immunization or facility record
- Utilize question packages to enter immunization data
- View a task
- View reports

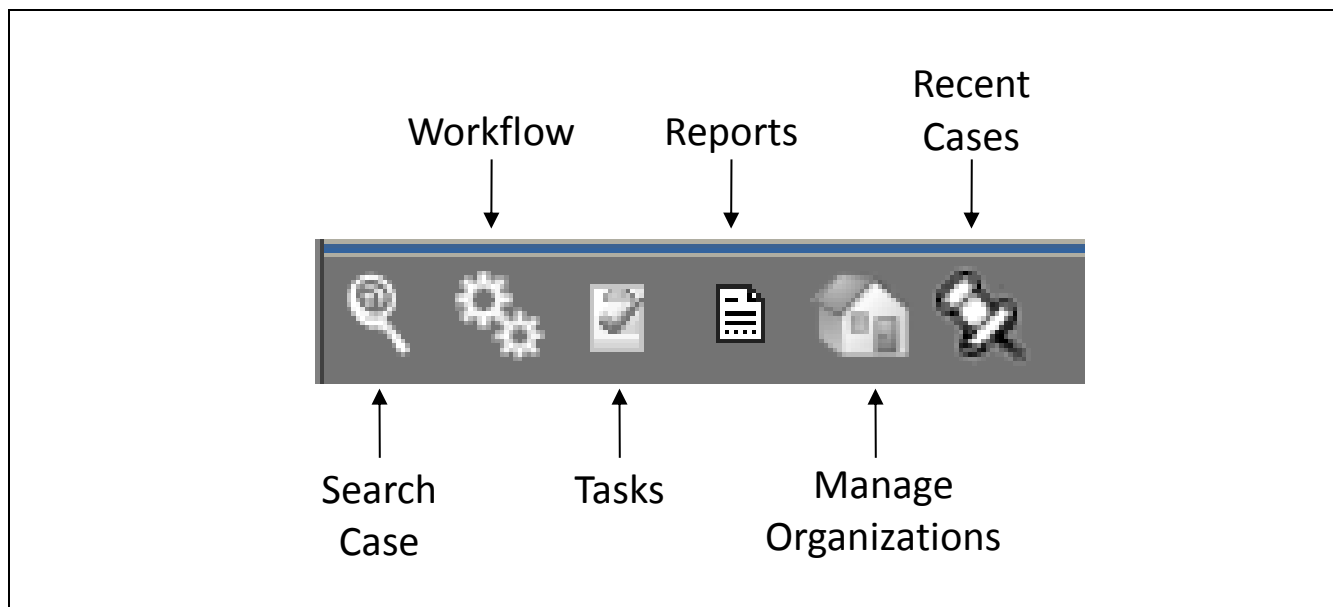
The design of the CIRTS is “context-sensitive”. This means that the content of toolbars and dialog boxes will change according to the current login role. For example, when you first log into the system and before a CIRTS record is opened, the following generic Dashboard icons will be displayed.

Generic and Immunization Record Dashboard Icons



The same icons will be displayed when an Immunization record is created or opened.

When a Facility record is created or opened, the Dashboard icons will change to be specific to a Facility record. The CIRTS Facility record Dashboard icons are illustrated below. Note that there is no “Add a New Case” icon in the Facility record Dashboard; only DPH Administrators can create a Facility record.

Facility Record Dashboard Icons**CIRTS DASHBOARD ICONS**

	Add New Case	Used to create a new immunization record – facility records cannot be created by Provider Site users
	Search Case	Used to search for an existing immunization or facility record based on various search criteria
	Workflow	Used to view user specified workflow queues – at this time, there are no Workflows available to Provider Site users
	Tasks	Used to create, assign, and update status of specific tasks
	Reports	Used to view and print report data entered in CIRTS
	Manage Organizations	Used to enter information about the Facility such as Name, type, and Address
	Recent Cases	Provides easy access to the previous 30 cases that have been worked on by the current user

SHORTCUTS BAR

The Shortcut buttons allow the user to quickly:

- **Open:** To locate a record by its CIRTS ID, enter the Record ID in the textbox and click the **Open** button.



The CIRTS ID is system generated and can change - please confirm that the correct child record is displayed.

A screenshot of the CIRTS interface's shortcuts bar. It features a text input field containing the ID '100000696', followed by 'Open' and 'Logout' buttons. A mouse cursor is clicking the 'Open' button.

- **Logout:** To logout of the system, click the **Logout** button. This action will take the user back to the login screen.

A screenshot of the CIRTS interface's shortcuts bar. It features an empty text input field, followed by 'Open' and 'Logout' buttons. A mouse cursor is clicking the 'Logout' button.

IMMUNIZATION/ORGANIZATION RECORD

The Immunization/Organization section contains summary information specific to each immunization or organization record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading “Immunization Record”. If a facility record was opened, the section will have the heading “Organization Record”.

This section is divided into two parts:

- Summary Information
- Edit Record Properties button

The Edit Record Properties button opens the Edit Record Properties dialog box when clicked. This feature is not available to the Provider Site role.

Immunization Record	
Summary Information	
CIRTS ID:	100084351
	Deduplication Status: Pending
Record Type:	Immunization Record
Client:	Tina Testkid Birth Date(mm/dd/yyyy): 01/01/2006 (6 y 1 m Female) Phone: (860) 123-4567
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Refusing Hep B</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: DTP/aP, HepA, HepB, Influenza, MMR, Polio, Varicella</p> <p>Vaccines Due: MCV</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p>
<input type="button" value="Edit Case Properties"/>	

SUMMARY INFORMATION

The Summary Information section highlights the following subjects for every record.

Summary Information	
CIRTS ID:	100084351 Deduplication Status: Pending
Record Type:	Immunization Record
Client:	Tina Testkid Birth Date(mm/dd/yyyy): 01/01/2006 (6 y 1 m Female) Phone: (860) 123-4567
Case Status:	Open
Immunization Summary, Forecast & Schedules:	Refusing Hep B Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization Overdue Vaccines: DTP/aP, HepA, HepB, Influenza, MMR, Polio, Varicella Vaccines Due: MCV Enrolled in CIRTS: Yes VFC Status/Insurance: Unknown / Privately Insured : N/A

CIRTS ID	The unique record number automatically assigned by the CIRTS is displayed here
Record Type	The type of CIRTS record: Immunization or Facility
Client	<p>The client about whom data is entered when a record is input into CIRTS - clicking the name link displays the Client/Facility Summary which provides additional demographic information</p> <ul style="list-style-type: none"> Contains Name, Birth Date, and Phone for Immunization record Contains name and Phone for Facility record
Case Dates	<u>Displays for Facility records only</u> – contains the record Create Date
Case Status	The current status of the CIRTS record: Open or Closed
Immunization Summary, Forecast & Schedules	<u>Displays for Facility records only</u> –contains links to: <ul style="list-style-type: none"> Client's Immunization Summary, Forecast, and Certificate CDC Schedules Due and Overdue vaccines CIRTS enrollment status VFC/Insurance status



If there is an open Concern (with a Severity of Very High) on the record, the Concern will be displayed in red text at the beginning of the Immunization Summary, Forecast & Schedules section. Refer to the instructions in Chapter 6 (Concerns) of this guide for complete information on using Concerns.

PATIENT/FACILITY INFORMATION

The Patient/Facility Information contains the detailed information about the immunization record or facility record depending on the type of record that has been opened. If an immunization record was opened, the section will have the heading “Patient Information”. If a facility record was opened, the section will have the heading “Facility Information”.

The Patient/Facility Information section is divided into two smaller sections:

- Tabs
- Basic Information or Details

The Basic Information/Details will change based on which of the Patient/Facility Information Tabs is activated. A Record Tab is activated by clicking on it.

Patient Information for an Immunization Record

Patient Information

Immunizations Data

Concerns

Client Info

Tasks

Case History

Tabs

Question Packages

QUESTION PACKAGE	CLIENT	LAST UP
01. Medical Home	Immunization Record	02/11/20
02. Demographics	Immunization Record	02/11/20
03. CIRTS Consent	Immunization Record	02/11/20
04. Clinical Comments	Immunization Record	02/11/20
05. Immunization Detailed History	Immunization Record	02/11/20
06. Immunization Administration - Current Provider	Immunization Record	02/11/20
07. Immunization Administration - Historical Provider	Immunization Record	02/11/20
08. Insurance	Immunization Record	02/11/20
09. Electronic Birth Certificate Download	Immunization Record	02/11/20

View Question Package

Facility Information for a Facility Record

Facility Information

Facility Data

Facility Info

Tasks

Tabs

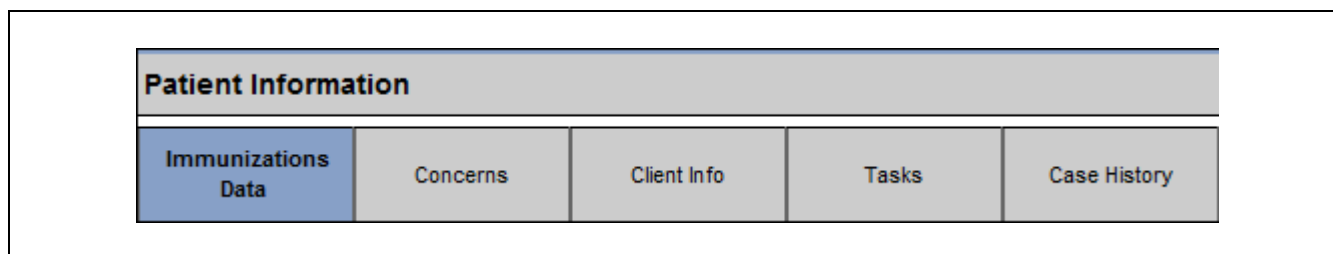
Question Packages			
QUESTION PACKAGE	FACILITY	LAST UPDATE	UPDATED BY
Facility Demographics	Record	08/04/2012	Sally Admin [sb

View Question Package

Basic Information/Details

PATIENT INFORMATION TABS

The Patient Information Tabs section has five tab buttons:



Immunization Data	Clicking the Immunization Data tab presents the user with the question packages specific to the record
Concerns	Clicking the Concerns tab allows the user to view and add concerns/issues regarding the record - currently, there are five levels of Concerns severity in CIRTS
Client Info	Clicking the Client Info tab allows the user to view demographic information for the client - only DPH Administrators can edit Patient Information in the Client Info tab
Tasks	Clicking the Tasks tab allows the user to view and add tasks to the open record - tasks will display here regardless of who is assigned the task
Case History	Clicking the Case History tab will display a chronological list of changes that have been applied to the record

PATIENT INFORMATION: IMMUNIZATION DATA

The Immunization Data section contains the record's Question packages.

The screenshot shows the 'Patient Information' section with the 'Immunizations Data' tab selected. Below the tab is a table of 'Question Packages' with columns: QUESTION PACKAGE, CLIENT, LAST UPDATE, and UPDATED BY. The table lists nine packages, all with 'Immunization Record' as the client and '02/11/2012' as the last update date. A 'View Question Package' button is located below the table.

Patient Information																																												
Immunizations Data	Concerns	Client Info	Tasks	Case History																																								
<table border="1"> <thead> <tr> <th>QUESTION PACKAGE</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> </tr> </thead> <tbody> <tr> <td>01. Medical Home</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>02. Demographics</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>03. CIRTS Consent</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>04. Clinical Comments</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>05. Immunization Detailed History</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>06. Immunization Administration - Current Provider</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>07. Immunization Administration - Historical Provider</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>08. Insurance</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> <tr> <td>09. Electronic Birth Certificate Download</td> <td>Immunization Record</td> <td>02/11/2012</td> <td>sbsite</td> </tr> </tbody> </table>					QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY	01. Medical Home	Immunization Record	02/11/2012	sbsite	02. Demographics	Immunization Record	02/11/2012	sbsite	03. CIRTS Consent	Immunization Record	02/11/2012	sbsite	04. Clinical Comments	Immunization Record	02/11/2012	sbsite	05. Immunization Detailed History	Immunization Record	02/11/2012	sbsite	06. Immunization Administration - Current Provider	Immunization Record	02/11/2012	sbsite	07. Immunization Administration - Historical Provider	Immunization Record	02/11/2012	sbsite	08. Insurance	Immunization Record	02/11/2012	sbsite	09. Electronic Birth Certificate Download	Immunization Record	02/11/2012	sbsite
QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY																																									
01. Medical Home	Immunization Record	02/11/2012	sbsite																																									
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08. Insurance	Immunization Record	02/11/2012	sbsite																																									
09. Electronic Birth Certificate Download	Immunization Record	02/11/2012	sbsite																																									

View Question Package

A Question Package is a group of questions that share a common theme. There are nine Question Packages for a CIRTS Immunization record: Medical Home, Demographics, CIRTS Consent, Clinical Comments, Immunization Detailed History, Immunization Administration – Current Provider, Immunization Administration – Historical Provider, Insurance, and Electronic Birth Certificate Download.

The Question Package table is divided into four columns. Those columns are:

Question Package	Identifies the title of the question packages
Client	Will always be "Immunization Record"
Last Update	Displays the date that each question package was last updated
Updated By	Identifies the CIRTS username for the user that made the last update or modification to the question package

The question package may be viewed either by selecting it and then clicking on the View Question Package button or by double-clicking on the question package title in the table.

View Question Package

PATIENT INFORMATION: CONCERNS

The Concerns tab is used to enter information regarding any concerns/issues that a Provider has about the client. If a Concern is assigned a Severity type of “High”, the Concern will be displayed in red text at the beginning of the Immunization Summary section of the Immunization record.

The Concerns section is further divided into two sections:

- Concerns
- Concern – Details

Patient Information

Immunizations Data **Concerns** Client Info Tasks Case History

CONCERN	DESCRIPTION	CLIENT	LAST UPDATE	STATUS
Refusing Hep B	Refusing Hep B	Tina Testkid	02/11/2012	V

Concerns

Add Concern Update Concern

Concern - Details

Concern:	Refusing Hep B
Description:	Refusing Hep B
Client:	Tina Testkid
Status:	Active
Severity:	Very High
Create Date:	02/11/2012
Last Update:	02/11/2012
Updated By:	sbsite
Notes:	This is an example of a user-generated concern

The Concerns table is divided into six columns. Those columns are:

Concern	The Concern description entered by the Provider
Description	The Concern description entered by the Provider – same as the Concern field
Client	Indicates the name of the client involved in the concern

Last Update	Displays the date that the concern was last updated
Severity	Identifies the severity of the concern: Very Low, Low, Medium, High, Very High
Status	Refers to the current status of the concern - either Active or Resolved

To view or modify a concern:

1. Click on the concern in the Concerns table and then click the **Update Concern** button.

Concerns					
CONCERN	DESCRIPTION	CLIENT	LAST UPDATE	SEVERITY	STATUS
Refusing Hep B	Refusing Hep B	Tina Testkid	02/11/2012	Very High	Active

The Edit Concern dialog box will display.

Edit Concern - Tina Testkid - Immunization Record

Concern Information
Concern: Refusing Hep B
Description:
Client: Tina Testkid
Create Date: 02/11/2012
Last Update: 02/11/2012
Updated By: sbsite
Severity:
Status:
Notes:

This screen allows the user to specify that the concern has been resolved and also allows the user to make a note which will persist throughout the life of the record.

2. Set the **Status** to Resolved: to indicate that someone has acknowledged the concern and the appropriate action has been taken.
3. Enter any appropriate **Notes**.
4. Click the **Save** button.

PATIENT INFORMATION: CLIENT INFO

The Client Info tab is used to view address or name information as well as to view other historical demographic information. Provider Site users may view, but not modify, client data in this section; only DPH Administrators have the system permissions to edit this data.

The Client Info section is further divided into three sections:

- Client Info Table
 - Client Tabs
 - Current Information
-

Patient Information

Immunizations Data	Concerns	Client Info	Tasks	Case History
--------------------	----------	--------------------	-------	--------------

Client Info

NAME	GENDER	BIRTH DATE(MM/DD/YYYY)	ADDRESS
Tina Testkid	Female	01/01/2008	1 Main Street, Hartford, CT 06001

Client Info Table

[Edit Contact](#)

Current Information	Address History	Demographic History
----------------------------	-----------------	---------------------

Client Tabs

Current Information

Name:	Tina Testkid
Alias:	
Birth Date(mm/dd/yyyy):	01/01/2008
Death Date (mm/dd/yyyy):	
Age:	6 y 1 m
Gender:	Female
Address:	1 Main Street Hartford, CT 06001
Country:	USA
Home Phone:	(880) 123-4567
Cell Phone:	
Work Phone:	
Email:	
GIS Info:	Pending

Current Information

The Client Info table is divided into five columns. Those columns are:

Name	Indicates the name of the client in the immunization record
Gender	Indicates the Gender of the client: Male, Female, Transgender
Birth Date	Indicates the date of birth of the client
Address	Displays the current address of the client
Status	Refers to the current status of the client: Active, Deceased, Moved Out of State

The Client Tabs section has three tabs: Current Information, Address History, and Demographic History.

Current Information	Address History	Demographic History
----------------------------	-----------------	---------------------

Current Information	Contains information such as client Full Name, Birth Date, Gender, Address, and Phone
Address History	Contains information for the current and other historical address(es)
Demographic History	Contains current and historical client information such as client First Name, Last Name, Middle Name, Birth Date, and Gender



Important: The Current Information, Address History, and Demographic History tabs are for DPH Administration use only. Provider Site users should refer to the information in the Demographics Question Package to view or modify client information. In order to change the phone and address information of a child, the information must be changed in the Responsible Care Giver(s) Information section of the question package.



Current Information:

Current Information	Address History	Demographic History
----------------------------	-----------------	---------------------

Current Information	
Name:	Tina Testkid
Alias:	
Birth Date(mm/dd/yyyy):	01/01/2006
Death Date (mm/dd/yyyy):	
Age:	6 y 1 m
Gender:	Female
Address:	2 Another Address Hartford, CT 06001
Country:	USA
Home Phone:	(860) 987-6543
Cell Phone:	
Work Phone:	
Email:	
GIS Info:	Pending

Address History:

Current Information	Address History	Demographic History
---------------------	------------------------	---------------------

Address History		
TYPE	ADDRESS	PHONE
	2 Another Address, Hartford, CT 06001	(H) (860) 987-6543
Home	1 Main Street, Hartford, CT 06001	(H) (860) 123-4567

Address History

Add Address	Edit Address	Remove Address
-------------	--------------	----------------

Address History	
Start Date(mm/dd/yyyy):	01/01/1900
End Date (mm/dd/yyyy):	01/01/2030
Address:	2 Another Address Hartford, CT 06001
Country:	USA
Home Phone:	(860) 987-6543
Cell Phone:	
Work Phone:	
Email:	
GIS Info:	Pending

Demographic History:

--

Current Information	Address History	Demographic History
Demographic History		
Start Date(mm/dd/yyyy):		02/12/2012
End Date (mm/dd/yyyy):		01/01/2030
First Name:		Tina
Middle Name:		Tyke
Last Name:		Testkid
Birth Date(mm/dd/yyyy):		01/01/2006
Death Date (mm/dd/yyyy):		
Gender:		Female
Alias:		
Mother's Maiden Name:		Doe
Start Date(mm/dd/yyyy):		01/01/1900
End Date (mm/dd/yyyy):		02/12/2012
First Name:		Tina
Middle Name:		
Last Name:		Testkid
Birth Date(mm/dd/yyyy):		01/01/2006
Death Date (mm/dd/yyyy):		
Gender:		Female
Alias:		
Mother's Maiden Name:		Doe

If changes are made to the Demographic History data, historical information will be displayed along with the current information. In the above example, a Middle Name was added to the client record; the Demographic History displays the current information in the table followed by the historical information.

PATIENT INFORMATION: TASKS

The Tasks tab provides information about the tasks associated with the open record.

The Tasks section is further divided into two sections:

- Tasks Table: The tasks associated with the open record will display in the table at the top of the section
- Details: Details about a selected task will display in the bottom of the section

Patient Information

Immunizations Data Concerns Client Info **Tasks** Case History

Tasks

TYPE	STATUS	PRIORITY	DUE DATE	DESCRIPTION	ASSIGNED TO
Assignment	Pending	High	02/24/2012	Possible duplicate record	Sally Someone [sbsite]

Add Task Update Task

Details

Type:	Assignment
Status:	Pending
Priority:	High
Description:	Possible duplicate record
Assigned To:	Sally Someone
Assigned To Group:	
Create Date:	02/11/2012
Created By:	Sally Someone
Last Update:	02/11/2012
Updated By:	Sally Someone
Due Date:	02/24/2012
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	This child may already be in the system - please search and verify

The Tasks table is divided into seven columns. Those columns are:

Type	Displays the type of the task: will always be Assignment
-------------	--

Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the task is due to be completed
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task

The Add Task feature will be available (or not) based on the assigned user permissions.

The Details section will display summary information about the selected Task.

Details	
Type:	Assignment
Status:	Pending
Priority:	High
Description:	Possible duplicate record
Assigned To:	Sally Someone
Assigned To Group:	
Create Date:	02/11/2012
Created By:	Sally Someone
Last Update:	02/11/2012
Updated By:	Sally Someone
Due Date:	02/24/2012
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	This child may already be in the system - please search and verify

Type	Displays the task type: will always be Assignment
Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task
Create Date	Displays the date that the task was created
Created By	Identifies the user that created the task
Last Update	Displays the date that the task was last updated

Updated By	Identifies the user that made the last update or modification to the task information
Due Date	Displays the date that the task is due to be completed
Start Date	Displays the date that the task was started
Complete Date	Displays the date that the task was completed
Notes	Displays any notes attached to the task

PATIENT INFORMATION: CASE HISTORY

The Case History tab provides information about changes that have been applied to the open immunization record.

The change information will be displayed in chronological order with the oldest change at the top of the list.

Patient Information

Immunizations Data

Concerns

Client Info

Tasks

Case History

Case History

TIME	EVENT	MESSAGE	USER
02/11/2012 02:37 PM	Case Created	Case created	sbsite
02/11/2012 02:41 PM	Concern Updated	Added concern: Refusing Hep B [Tina Testkid]	sbsite
02/11/2012 02:41 PM	Concern Updated	Updated concern: Refusing Hep B [Tina Testkid]	sbsite

Displaying item(s) 1...3

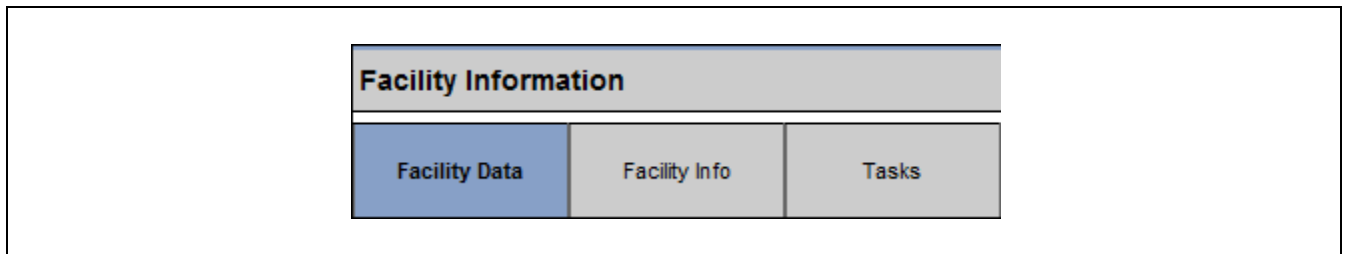
<< First < Prev 1 / 1 Next > Last >>

The Case History table is divided into four columns. Those columns are:

Time	Displays the date and time that the change was applied
Event	Displays the type of change that was applied
Message	Displays more specific information about the change that was applied
User	Displays the login ID of the user who made the change

FACILITY INFORMATION TABS

The Facility Information Tabs section has three tab buttons:



Facility Data	Clicking the Facility Data tab presents the user with the question packages specific to the facility record
Facility Info	Clicking the Facility Info tab allows the user to view demographic information for the client - only DPH Administrators can edit Facility Information in the Facility Info tab.
Tasks	Clicking the Tasks tab allows the user to view and add tasks to the open record - tasks will display here regardless of who is assigned the task

FACILITY INFORMATION: FACILITY DATA

The Facility Data section contains the record's Question packages:

Facility Information

Facility Data | Facility Info | Tasks

Question Packages			
QUESTION PACKAGE	FACILITY	LAST UPDATE	UPDATED BY
Facility Demographics	Record	08/04/2012	Sally Admin [sb

View Question Package

A Question Package is a group of questions that share a common theme. At this time, there is one Question Package for a CIRTS Facility record: Facility Demographics.

The Question Package table is divided into four columns. Those columns are:

Question Package	Identifies the title of the question package
Facility	Will always be "Record"
Last Update	Displays the date that each question package was last updated
Updated By	Identifies the CIRTS username for the user that made the last update or modification to the question package

The question package may be viewed either by selecting it and then clicking on the View Question Package button or by double-clicking on the question package title in the table.

View Question Package

FACILITY INFORMATION: FACILITY INFO

The Facility Info tab is used to view address or name information as well as to view other historical demographic information. Provider Site users may view facility data in this section; they may only modify the information for their own facility. Only DPH Administrators have the system permissions to edit the data for all facilities.

The Facility Info section is further divided into three sections:

- Facility Info Table
- Facility Tabs
- Current Information

Facility Information

Facility Data

Facility Info

Tasks

Facility Info

NAME	ADDRESS
Tester Pediatrics	1 Something Street, Hartford, CT 06001

Facility Info Table

Edit Contact

Current Information

Address History

Demographic History

Facility Tabs

Current Information

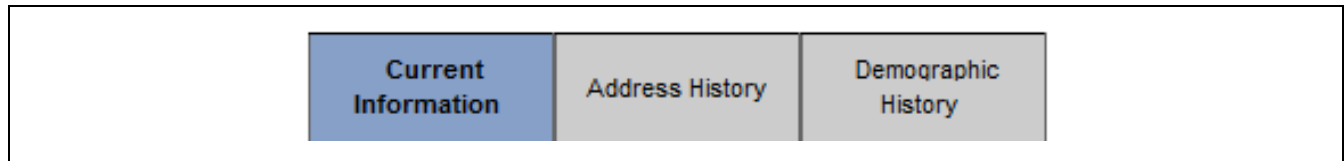
Name:	Tester Pediatrics
Address:	1 Something Street Hartford, CT 06001
Primary Phone:	(860) 123-4567
Secondary Phone:	
Email:	
Fax:	(860) 456-7890
GIS Info:	Pending

Current Information

The Facility Info table is divided into three columns. Those columns are:

Name	Indicates the name of the facility in the facility record
Address	Displays the current address of the facility
Status	Refers to the current status of the facility: Active, Closed

The Facility Tabs section has three tabs: Current Information, Address History, and Demographic History.



Current Information	Contains information such as Facility Name, Address, Phone, Email, and Fax
Address History	Contains information for the current and other historical address(es)
Demographic History	Contains current and historical facility information such as facility Name, Address, Phone, Email, and Fax

Current Information:

A screenshot of the 'Current Information' tab. At the top, there are three tabs: 'Current Information' (selected and highlighted in blue), 'Address History', and 'Demographic History'. Below the tabs is a table with the following data:

Current Information	
Name:	Tester Pediatrics
Address:	1 Something Street Hartford, CT 06001
Primary Phone:	(860) 123-4567
Secondary Phone:	
Email:	
Fax:	(860) 456-7890
GIS Info:	Pending

To the right of the table, there is a button labeled 'Current Information'.

Address History:

Current Information	Address History	Demographic History
---------------------	------------------------	---------------------

Address History		
TYPE	ADDRESS	PHONE
	1 Something Street, Hartford, CT 06001	(H) (860) 123-4567 (W) (860) 345-6789
	1 Old Street, Hartford, CT 06001	(H) (860) 123-4567

Add Address
Edit Address
Remove Address

Address History	
Start Date(mm/dd/yyyy):	01/01/1900
End Date (mm/dd/yyyy):	01/01/2030
Address:	1 Something Street Hartford, CT 06001
Primary Phone:	(860) 123-4567
Secondary Phone:	(860) 345-6789
Email:	tester@something.com
Fax:	(860) 456-7890
GIS Info:	Pending

Demographic History:

Current Information	Address History	Demographic History
---------------------	-----------------	----------------------------

Demographic History	
Start Date(mm/dd/yyyy):	02/12/2012
End Date (mm/dd/yyyy):	01/01/2030
Name:	New Tester Pediatrics
Start Date(mm/dd/yyyy):	01/01/1900
End Date (mm/dd/yyyy):	02/12/2012
Name:	Tester Pediatrics

If changes are made to the Demographic History data, historical information will be displayed along with the current information. In the above example, the facility was changed; the Demographic History displays the current information in the table followed by the historical information.



Please remember to notify DPH/CIRTS if any of your facility demographic information changes.

FACILITY INFORMATION: TASKS

The Tasks tab provides information about the tasks associated with the open facility record.

The Tasks section is further divided into two sections:

- Tasks Table: The tasks associated with the open record will display in the table at the top of the section
- Details: Details about a selected task will display in the bottom of the section

Tasks					
TYPE	STATUS	PRIORITY	DUE DATE	DESCRIPTION	ASSIGNED TO
Assignment	Pending	High	02/17/2012	Facility Address	Sally Someone [sbsite]

Add Task Update Task

Details	
Type:	Assignment
Status:	Pending
Priority:	High
Description:	Facility Address
Assigned To:	Sally Someone
Assigned To Group:	
Create Date:	02/11/2012
Created By:	Suzy Admin
Last Update:	02/11/2012
Updated By:	Suzy Admin
Due Date:	02/17/2012
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	Facility has moved - please correct the facility address

The Tasks table is divided into seven columns. Those columns are:

Type	Displays the type of the task: will always be Assignment
Status	Displays the current status of the task: Pending, In Progress, Completed

Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the task is due to be completed
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task

The Add Task feature will be available (or not) based on the assigned user permissions.

The Details section will display summary information about the selected Task.

Details	
Type:	Assignment
Status:	Pending
Priority:	High
Description:	Facility Address
Assigned To:	Sally Someone
Assigned To Group:	
Create Date:	02/11/2012
Created By:	Suzy Admin
Last Update:	02/11/2012
Updated By:	Suzy Admin
Due Date:	02/17/2012
Start Date(mm/dd/yyyy):	
Complete Date:	
Notes:	Facility has moved - please correct the facility address

Type	Displays the task type: will always be Assignment
Status	Displays the current status of the task: Pending, In Progress, Completed
Priority	Indicates the task priority as set by the task creator: Very Low, Low, Medium, High, Very High
Description	Displays the short description of the task
Assigned To	Indicates the user assigned to perform the task
Assigned To Group	Indicates the group assigned to perform the task
Create Date	Displays the date that the task was created
Created By	Identifies the user that created the task
Last Update	Displays the date that the task was last updated
Updated By	Identifies the user that made the last update or modification to the task information

Due Date	Displays the date that the task is due to be completed
Start Date	Displays the date that the task was started
Complete Date	Displays the date that the task was completed
Notes	Displays any notes attached to the task

Chapter 3: Immunization Summary, Forecast, and Certificate

OVERVIEW

Purpose

Explain how to view and print the Immunization Summary, Forecast, and Certificate for a client

Objectives

- View and print the Immunization Summary
 - View and print the Immunization Forecast
 - View and print the Immunization Certificate
-

IMMUNIZATION SUMMARY

To display the Immunization Summary

1. Click the **Immunization Summary** link in the Summary Information section of the immunization record.

Immunization Record

Summary Information	
CIRTS ID:	100084464
Record Type:	Immunization Record
Client:	Winnie Pooh Birth Date(mm/dd/yyyy): 10/24/2010 (1 y 5 m Male) Phone: (860) 867-5309
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>National Infant Immunization Week is April 4/24 - 4/28, for more info, visit www.cdc.gov/vaccines/events/niw Please note: the TdaP is not forecasting correctly at this time. We are working on resolving this issue</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: PCV</p> <p>Vaccines Due: HepA, MCV, MMR</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: VFC-Not Eligible / Privately Insured : Anthem Blue Cross and Blue Shield</p>

Edit Case Properties

The Immunization Summary screen will display in a new window in the browser.

Vaccine Administration Record

Immunization Summary - Winnie Pooh

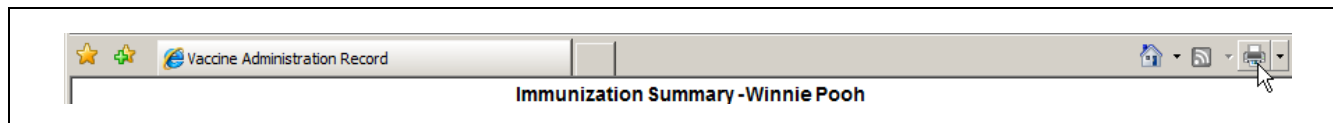
Birth Date(mm/dd/yyyy): 10/24/2010 Age: 1 Yr 5 Mo Gender: Male VFC Status: VFC-Not Eligible Insurance: Anthem Blue Cross and Blue Shield
Address: 4 Honeyspot Rd, Hartford, CT 06114
Overdue Vaccines: **PCV** Vaccines Due: **HepA, MCV, MMR** Report Date: Tue Mar 27 19:08:44 EDT 2012

Immunization Summary								
Routine Vaccines	1	2	3	4	5	6	7	
DTPaP	12/27/2010	03/02/2011	05/18/2011	02/15/2012				
Hib	12/27/2010	03/02/2011	05/18/2011	02/15/2012				
HepA								Due
HepB	10/25/2010	12/27/2010	05/18/2011					
HPV								
Influenza	11/10/2011	12/20/2011						Due
MCV								Due
MMR	08/01/2011(NV)	11/10/2011						Due
MPSV								
PCV	12/27/2010	03/02/2011						OverDue
Pneumo-Poly								
Polio	12/27/2010	03/02/2011	05/18/2011	02/15/2012				
Rotavirus								
Tdap								
Td								
Varicella								

Other vaccine(s):
Immunities : Clinician-certified history of varicella (chickenpox) (Clinician-certified history of Varicella (chickenpox))
Contraindication(s):
Precaution(s):
Special Indication(s):
Exemption(s):
Refusal(s):

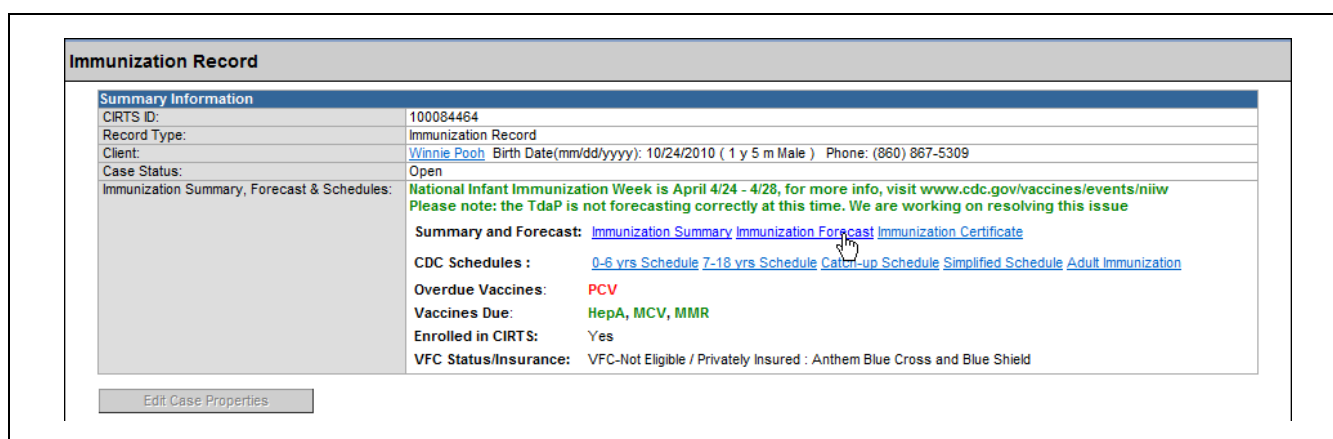
NV = Not Valid, RI = Recalled Invalid, UR = Under Review
This report reflects the immunization information contained in the Immunization Information System to date. It may not be a complete representation of this client's most current immunization status.

2. Click the **Print** button in the browser to print the Immunization Summary.

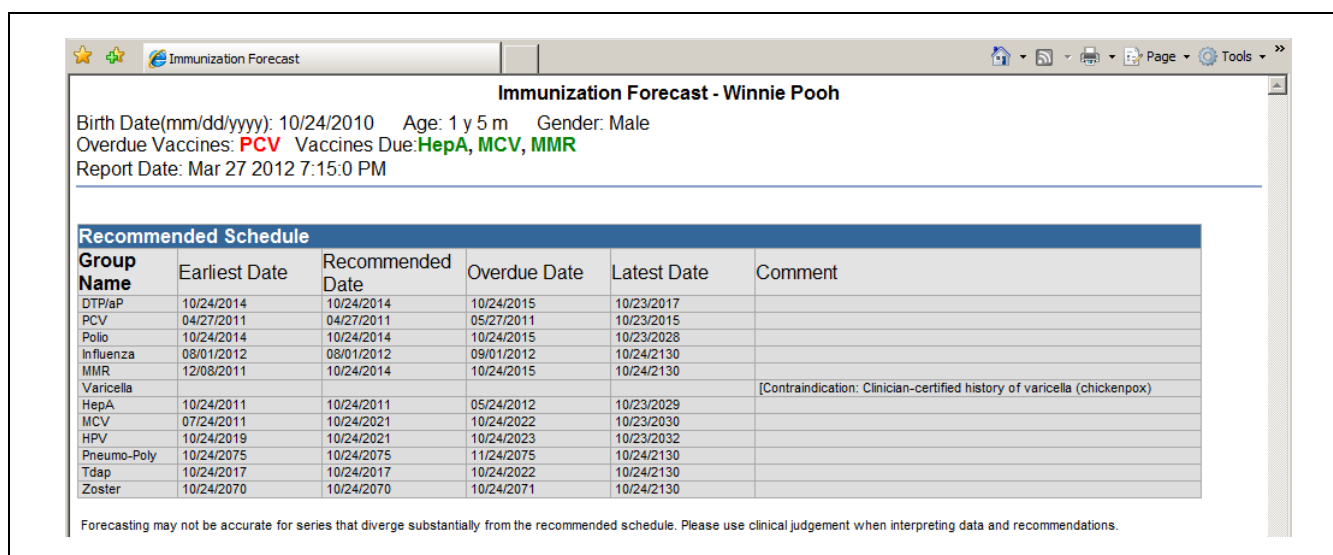


To display the Immunization Forecast

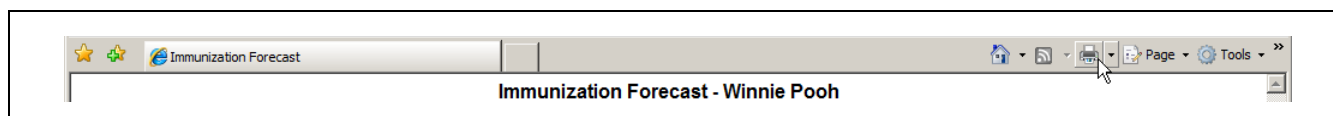
1. Click the **Immunization Forecast** link in the Summary Information section of the immunization record.



The Immunization Forecast screen will display in a new window in the browser.



2. Click the **Print** button in the browser to print the Immunization Forecast.




To display the Immunization Certificate

1. Click the **Immunization Certificate** link in the Summary Information section of the immunization record.

Immunization Record	
Summary Information	
CIRTS ID:	100084464
Record Type:	Immunization Record
Client:	Winnie Pooh Birth Date(mm/dd/yyyy): 10/24/2010 (1 y 5 m Male) Phone: (860) 867-5309
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>National Infant Immunization Week is April 4/24 - 4/28, for more info, visit www.cdc.gov/vaccines/events/niiw Please note: the Tdap is not forecasting correctly at this time. We are working on resolving this issue</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: PCV</p> <p>Vaccines Due: HepA, MCV, MMR</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: VFC-Not Eligible / Privately Insured : Anthem Blue Cross and Blue Shield</p>
Edit Case Properties	

The Immunization Certificate screen will display in a new window in the browser.

 **CONNECTICUT DEPARTMENT OF
PUBLIC HEALTH**
Keeping Connecticut Healthy

Immunization Program
410 Capitol Ave. RM. 1110N
Hartford, CT 06106-0008
Phone: 860-426-7025
Fax: 860-426-7025

CT Immunization Registry and Tracking System (CIRTS)

Official Immunization Record As of: 09/02/2012

Name		Date of Birth		Sex	
Wade Park		09/26/2010		Male	

Vaccine	#	Date	Vaccine Type	Vaccine	#	Date	Vaccine Type
Hepatitis B	1	12/27/2010	HepB-Peds	Pneumococcal Conjugate	1	12/27/2010	PCV7
	2	12/27/2010	HepB-Peds		2	03/02/2011	PCV13
	3	05/18/2011	HepB-Peds		3		
	4				4		
	5				5		
Diphtheria, Tetanus, Pertussis	1	12/27/2010	DTaP-4-IPV	Measles, Mumps, Rubella	1	06/01/2011 (MM)	MMR
	2	03/02/2011	DTaP-4-IPV		2	11/10/2011	MMR
	3	05/18/2011	DTaP-4-IPV		3		
	4	02/15/2012	DTaP-4-IPV		4		
	5				5		
	6				6		
	7				7		
Haemophilus influenzae type b (Hib)	1	12/27/2010	DTaP-4-IPV	Varicella	1		
	2	03/02/2011	DTaP-4-IPV		2		
	3	05/18/2011	DTaP-4-IPV		3		
	4	02/15/2012	DTaP-4-IPV		4		
	5				5		
Polio	1	12/27/2010	DTaP-4-IPV	Meningococcal	1		
	2	03/02/2011	DTaP-4-IPV		2		
	3	05/18/2011	DTaP-4-IPV		3		
	4	02/15/2012	DTaP-4-IPV		4		
	5				5		
Rotavirus	1			Hepatitis A	1		
	2				2		
	3				3		
	4				4		

Plas: Ru-TV 9-35 mm (11/10/2011) Ru-TV 9-35 mm (12/27/2011)


Other Vaccine(s):

Permanent Medical Exemption:

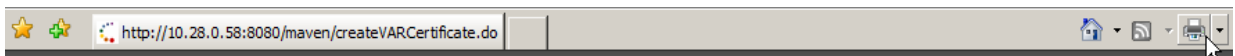
Religious Exemption:

Serologic Proof of Immunity:

Child's previous (Network) History: Clinician-certified history of vaccine (videotape) (09/15/2012)



- Click the **Print** button in the browser to print the Immunization Certificate.



Chapter 4: Searching in the CIRTS Application

OVERVIEW

Purpose

Explain how to search for an existing Immunization or Facility record

Objectives

- Enter Search criteria
- Search Recent Records
- Use Wildcard searches

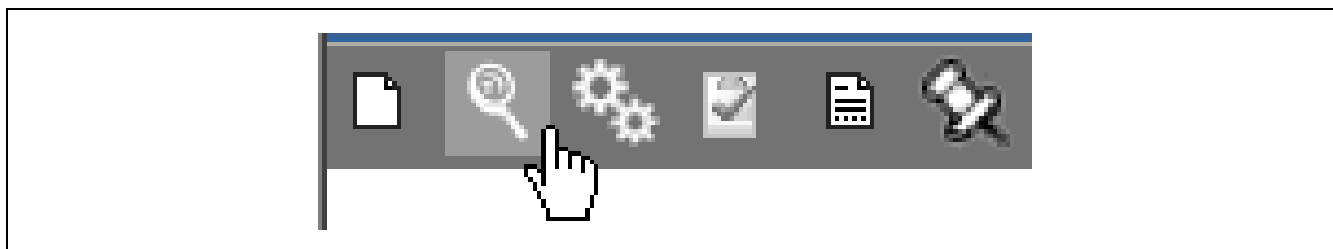


Before creating an immunization record (only DPH Administrators can create facility records), users should always perform a thorough search to see if the record has already been entered into the CIRTS system. This will help prevent duplicate information in the system and help ensure the integrity of the data.

SEARCHING

Often it is necessary to view an existing record for informational purposes or to find an existing record to add or change information. To search for an existing record, follow the steps below:

1. Click the **Search Case** button (the magnifying glass icon) on CIRTS Dashboard toolbar.



The Patient Search screen will appear.

Patient Search

Search Criteria
Last Name:
First Name:
Alias:
Birth Date (mm/dd/yyyy):
Mother's Maiden Name:
City:
Record Type:

Facility

Immunization Record

Mother's First Name:
Mother's Last Name:
Home Phone:
Site ID:

Results of Patient Search

Search Results						
CIRTS ID	Client	Birth Date(mm/dd/yyyy)	Status	Report ID	Client Town/Facility Status	Maiden Name/Online Status

No search done

Search Options
Sort By:

Create Date

Sort Order:

Descending

Search History: ☐
Search Sounded: ☐

Use Selected Patient

Cancel

Search

Clear

2. Select either **Facility** or **Immunization Record** from the **Record Type** list box. *If you do not select a Record Type, your search will return no results – you will receive an error message below the Search Results table.*





Results of Patient Search

Search Results						
CIRTS ID	Client	Birth Date(mm/dd/yyyy)	Status	Report ID	Client Town/Facility Status	Maiden Name/Online Status

No product is selected. Please select a product first

- The Search screen will change based on the selected record type.

Search Screen for an Immunization record

Patient Search																																																		
Search Criteria Last Name: <input type="text"/> First Name: <input type="text"/> Alias: <input type="text"/> Birth Date (mm/dd/yyyy): <input type="text"/>  Mother's Maiden Name: <input type="text"/> City: <input type="text"/> Record Type: <input type="text" value="Immunization Record"/>  Mother's First Name: <input type="text"/> Mother's Last Name: <input type="text"/> Home Phone: <input type="text"/> Search Options Sort By: <input type="text" value="Create Date"/>  Sort Order: <input type="text" value="Descending"/>  Search History: <input type="checkbox"/> Search Soundex: <input type="checkbox"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>	Results of Patient Search <table border="1"> <thead> <tr> <th colspan="7">Search Results</th></tr> <tr> <th>CIRTS ID</th><th>Client</th><th>Birth Date(mm/dd/yyyy)</th><th>Status</th><th>Report ID</th><th>City</th><th>Mothers Maiden Name</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> No search done <input type="button" value="Use Selected Patient"/> <input type="button" value="Cancel"/>	Search Results							CIRTS ID	Client	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mothers Maiden Name																																			
Search Results																																																		
CIRTS ID	Client	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mothers Maiden Name																																												

Search Screen for a Facility record

Facility Search

Search Criteria

Name:

Street Address:

City:

State:

Zip Code:

Record Type:

Site ID:

Search Options

Sort By:

Sort Order:

Search History: ☐

Result of Facility Search

Search Results					
CIRTS ID	Facility	Create Date	Facility ID	Open Status	Online Status

No search done

- Enter the appropriate **Search Criteria** (such as City, Last Name, First Name, and Birth Date).

CIRTS provides multiple search criteria to find cases. Please note: the more search criteria provided; the fewer results will display.



- For an Immunization record search:** at least three criteria must be entered
- For a facility record search:** only the Record Type field is required



Warning: The City field is case-sensitive! If the record was created with the city “HARTFORD” and “Hartford” is entered in the City field, the record will not be found. Most of the Immunization records will be electronically migrated into CIRTS and will be in upper case. For this reason, searching with **Caps Lock** on might be helpful in yielding the best Search results. All other Search criteria fields are not case-sensitive.

The Search criteria for an Immunization record are:

Last Name	Allows the user to specify the Last Name of the client
First Name	Allows the user to specify the First Name of the client
Alias	Allows the user to specify an alternate name (Alias) for the client
Birth Date	Enter Birth Date using the mm/dd/yyyy search format
Mother's Maiden Name	Allows the user to search by Mother's Maiden Name
City	Allows the user to specify the residence City associated with the client
Record Type	Select Immunization Record
Mother's First Name	Allows the user to specify the First Name of the client's mother
Mother's Last Name	Allows the user to specify the Last Name of the client's mother
Home Phone	Allows the user to specify the Home Phone number of the client
Sort By	Allows the user to specify which field to sort the results by: Create Date, CIRTS ID, Name
Sort Order	Allows the user to specify the order in which the results will be displayed: Ascending or Descending
Search History	Check this box to display the cases that were most recently accessed
Search Soundex	Check this box to perform a name Soundex search

The Search criteria for a Facility record are:

Name	Allows the user to specify the Name of the facility
Street Address	Allows the user to specify the residence Street Address associated with the facility
City	Allows the user to specify the residence City associated with the facility
State	Allows the user to specify the residence State associated with the facility

Zip Code	Allows the user to specify the residence Zip Code associated with the facility
Record Type	Select Facility
Site ID	Allows the user to specify the system-assigned Site ID for the facility
Sort By	Allows the user to specify which field to sort the results by: Create Date, Facility ID, Name
Sort Order	Allows the user to specify the order in which the results will be displayed: Ascending or Descending
Search History	Check this box to display the cases that were most recently accessed
Search Soundex	Check this box to perform a name Soundex search

Wildcard Searches

Searching within the CIRTS system supports wildcard characters. To use a wildcard, type an asterisk (*) wherever there are characters that you are unsure of.

To use a wildcard, at least one character must be specified in the search field in addition to the asterisk (*). The asterisk can be used anywhere in the search field (Ex: *Br*, *Br, Br*).

In the example below, entering "TE*" in the Name criteria for a Facility search returned five matching records.

Facility Search

Search Criteria

Name:

Street Address:

City:

State:

Zip Code:

Record Type:

Site ID:

Search Options

Sort By:

Sort Order:

Search History: ☐

Result of Facility Search

CIRTS ID	Facility	Create Date	Facility ID	Open Status	Online Status
100007279	Test Facility2	12/06/2011	1019	OPEN	OFFLINE
100007278	Test Facility	12/06/2011	1018	OPEN	OFFLINE
100001175	Test facility for Workflow	09/28/2011	1009	CLOSED	ONLINE
100001152	test Babies	09/28/2011	1007	CLOSED	OFFLINE
100001131	Test Babies123	09/23/2011	1002	OPEN	OFFLINE

Displaying result(s) 1...5

<< First < Prev 1 / 1 Next > Last >>



Searching is also tied to security. Search results will only yield cases that the user has permissions to see.

For most date fields in CIRTS, the user may either type the date in mm/dd/yyyy format or select the date by clicking on it in the calendar.



5. Optionally: Select the appropriate **Search Options**.

6. Click the **Search** button to perform the search.

The Search Results will be displayed in a pane at the right of the Search Case dialog box.

Patient Search

Search Criteria

Last Name:

First Name:

Alias:

Birth Date (mm/dd/yyyy):

Mother's Maiden Name:

City:

Record Type:

Mother's First Name:

Mother's Last Name:

Home Phone:

Search Options

Sort By:

Sort Order:

Search History: ☐

Search Soundex: ☐

Results of Patient Search

CIRTS ID	Client	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mothers Maiden Name
100084351	Tina Tyke Testkid	01/01/2006	Open	100084351	Hartford	Doe

Displaying result(s) 1...1
<< First < Prev 1 / 1 Next > Last >>

If the search yields more results than will fit in the results pane, a scroll bar and a navigation bar will display. Click the appropriate navigation link (<<First, <Prev, Next>, Last>>) to find the correct results record.

It might be necessary to scroll down the screen to display the navigation links.

To see more of the record data than what is displayed in the Search Results table, click the Preview button to the right of the CIRTS ID to display the Case Information window.

Results of Patient Search

Search Results						
CIRTS ID	Client	Birth Date(mm/dd/yyyy)	Status	Report ID	City	Mothers Maiden Name
100084351	Tina Tyke Testkid	01/01/2006	Open	100084351	Hartford	Doe

Displaying result

Case Information X

CIRTS ID: 100084351

Name: Tina Tyke Testkid

Birth Date (mm/dd/yyyy): 01/01/2006

Address: 2 Another Address, Hartford, CT 06001

Gender: Female

Enrolled in CIRTS: Yes

Mother's Maiden Name: Doe

Prev 1 / 1 Next > Last >>

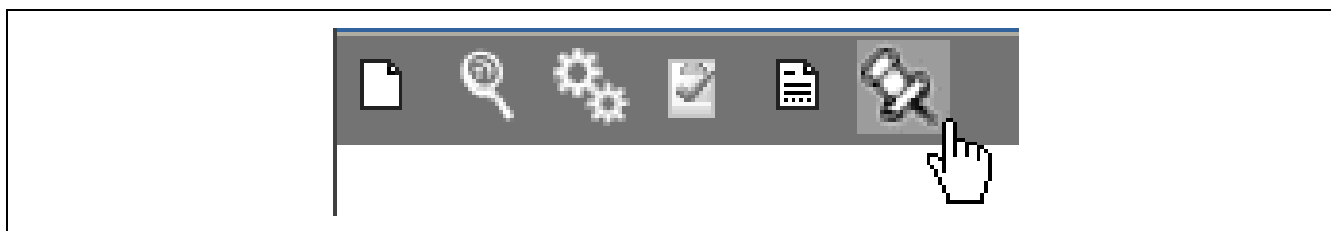
7. If the search does not find the case that you want, click the **Clear** button to re-set the search criteria to do a new search.
8. If the search does find the case that you want, either:
 - **double-click** the results record
 - or
 - click the results record and then click the **Use selected case** button to open the case in the Maven CIRTS Dashboard screen.

The user can now update, print, or review the case information as required.

RECENT CASES

A simple alternative to the regular Search is to use the Recent Cases button on the CIRTS toolbar. This option is a quick method of locating the thirty most recent records on which the user has worked.

1. Click the **Recent Cases** button (the push-pin icon) on the CIRTS Dashboard toolbar.



The Recent Cases will be displayed with up to thirty record results.

Recent Cases							
CIRTS ID	Client	Status	Record Type	Client Town/Facility Status	Maiden Name/Online Status	Access Time	Bookmark
100084351	Testkid, Tina Tyke	Open	Immunization Record	Hartford	Doe	02/12/2012 04:23 PM	
100084352	New Tester Pediatrics	Open	Facility	OPEN	OFFLINE	02/12/2012 03:41 PM	
100000696	Baker Pediatrics	Open	Facility	CLOSED	OFFLINE	02/12/2012 02:59 PM	
100008422	DIAZ, JENNISSE	Open	Immunization Record	HARTFORD	BENITEZ	02/11/2012 02:35 PM	
100002260	Doe, John	Open	Immunization Record	Hartford		02/11/2012 02:33 PM	
100084349	Test, Ted	Open	Immunization Record	Trumbull	Something	02/11/2012 02:30 PM	
100084347	Blivitz, Joe	Open	Immunization Record	East hartford	Doe	02/11/2012 02:05 PM	
100084348	Doe, Jane	Open	Immunization Record	Hartford	Jones	02/05/2012 08:28 PM	

Home

CIRTS ID	Displays the system-assigned CIRTS ID of a specific record
Client #	The full name of the client
Status	The status of the client record For an Immunization record: Active, Deceased, or Moved Out of State For a Facility record: Open or Closed
Record Type	The type of client record: Facility or Immunization Record
Client Town/Facility Status	For an Immunization record: the town of residence of the client For a Facility record: Open or Closed
Maiden Name/Online Status	For an Immunization record: the maiden name of the client's mother For a Facility record: Online or Offline
Access Time	The date and time that the record was last accessed in CIRTS

2. Click the **CIRTS ID** link of the record to be opened. This action will close the Recent Cases window and will open the record in the CIRTS Dashboard.

- To close the Recent Cases window without selecting and opening a case, click the **Home** button at the bottom of the screen to return to the CIRTS Dashboard window.

Duplicate Child Records

When an Immunization record is added, CIRTS will check existing records on key fields (name, address, date of birth, etc.) for a potential duplicate child record. If a potential match is found, the **Client Matches** screen will display.

- Always check the **Mark as pending deduplication** box if you create a new case. This will ensure that DPH can review the record to verify that it is really not a duplicate.

Client Matches

Please review the existing cases before proceeding.

Entered Information:

Name:	Ted Test
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2010
Address:	1 Oak Street, Trumbull, CT 06000
Country:	USA
Phone:	
Email:	

[Create new case and person](#)

☒ Mark as pending deduplication

Potential Client Match Found!:

Matched Record 1

Name:	Ted Test [Details]
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2010
Address:	1 Main Street, Trumbull, CT 06000
Country:	USA
Phone:	(H) (203) 123-4567
Email:	

Patients

CIRTS ID	Status	Record Type	City	Mothers Maiden Name	Action
100084349	Open	Immunization Record	Trumbull	Something	Use this existing record

[Create new case and person](#)

- If this is not a duplicate child, click the **Create new case and person** button.

Client Matches

Please review the existing cases before proceeding.

Entered Information:

Name:	Ted Test
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2010
Address:	1 Oak Street, Trumbull, CT 06000
Country:	USA
Phone:	
Email:	

[Create new case and person](#)

☒ Mark as pending deduplication

- If this is a duplicate child, click the **Use this existing record** link in the Patients list of the Potential Client Match Found section.

Potential Client Match Found!:

Matched Record 1

Name:	Ted Test [Details]
Gender:	Male
Birth Date(mm/dd/yyyy):	01/01/2010
Address:	1 Main Street, Trumbull, CT 06000
Country:	USA
Phone:	(H) (203) 123-4567
Email:	

Patients

CIRTS ID	Status	Record Type	City	Mothers Maiden Name	Action
100084349	Open	Immunization Record	Trumbull	Something	Use this existing record

Chapter 5: Immunization Record Creation and Management

OVERVIEW

Purpose

Explain how to create a new Immunization record in CIRTS

Objectives

- Create a new Immunization record
- Enter Client record information
- View record Concerns
- Change properties and client information for existing records



Provider Site users can create only Immunization records. Only DPH Administrators can create Facility records.

WORKING WITH RECORDS IN CIRTS

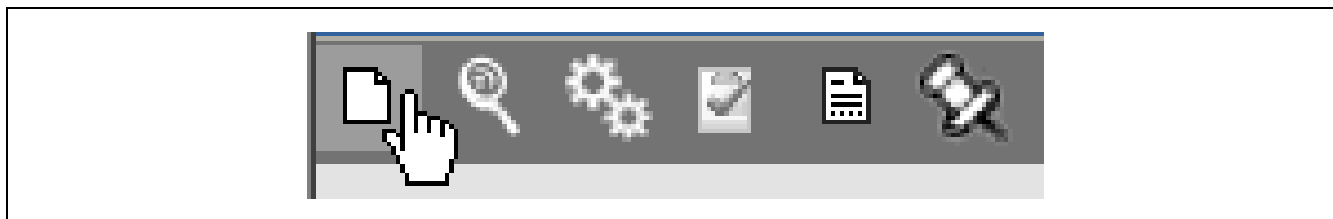
This chapter will focus on creating and modifying records.



The availability of some system functionality will vary according to the specific role of the user. For example, a user with the Provider Site role does not have the permissions to “Edit Case Properties” or “Add Address”; the buttons for those functions will be dimmed and unavailable.

To create an immunization record in CIRTS, complete the following steps:

1. **Before creating an immunization record, *always* perform a thorough search to see if the record has already been entered into the CIRTS system. This will help prevent duplicate information in the system and help ensure the integrity of the data.**
2. Click the **Add New Case** button (the “blank page” icon) on the CIRTS Dashboard toolbar.



The Add New Patient screen will display.

Add New Patient

Record Information

Record Type:

Patient Information

First Name:


Middle Name:

Last Name:

Suffix:

Alias:

Mother's Maiden Name:

Birth Date(mm/dd/yyyy): 

Gender:

Contact Information

Address Type:

Street Address:

City:

State:

Zip Code:

Country:

Home Phone:

Cell Phone:

Work Phone:

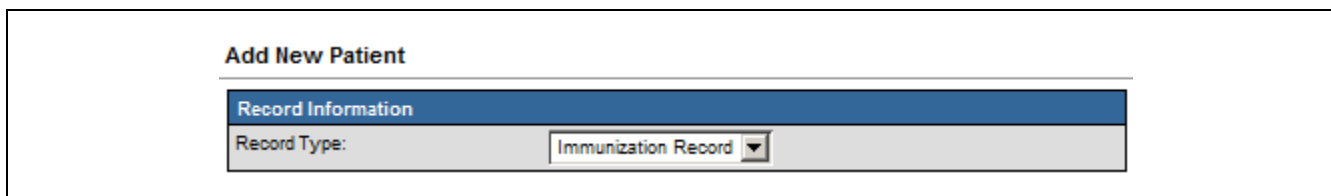
Email:

The Add New Patient screen is divided into three separate sections:

- Record Information
- Patient Information
- Contact Information

RECORD INFORMATION

The first section is Record Information.



Add New Patient

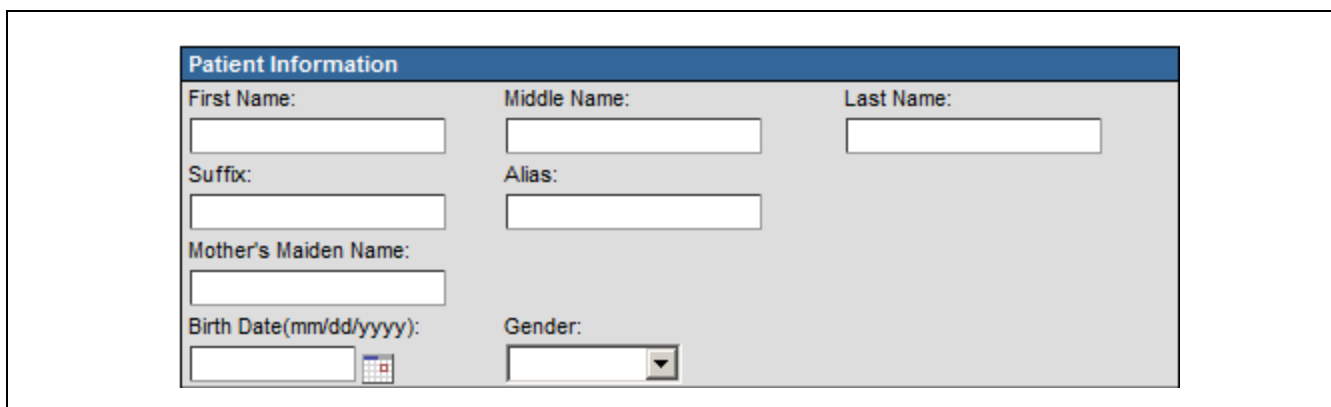
Record Information

Record Type: Immunization Record

In the **Record Type** list, Immunization Record is the only option.

PATIENT INFORMATION

The second section is Patient Information.




Patient Information

First Name: Middle Name: Last Name:

Suffix: Alias:

Mother's Maiden Name:

Birth Date(mm/dd/yyyy):  Gender:



Remember: In order to avoid duplicate data entry, prior to creating the new record, the **Search** feature should be used to locate a client who may already be in CIRTS. See Chapter 4 in this guide for information related to Searching.

The Patient Information section requires the following fields:

- First Name
 - Last Name
 - Birth Date
3. Enter the Patient Information data field information
 4. If the field data is not entered or if there is some other type of data entry error, an Error screen will display when the Save button is clicked

Add New Patient

Please correct the indicated errors before proceeding:

Date of birth not specified

Record Information		
Record Type:	Immunization Record	

Patient Information		
First Name:	Middle Name:	Last Name:
Harry		Carey
Suffix:	Alias:	
Mother's Maiden Name:		
Birth Date(mm/dd/yyyy):	Gender:	

Contact Information		
Address Type:	Street Address:	
Home	1 Main Street	
City:	State:	Zip Code:
Hartford	CT	06001
Country:		
USA		
Home Phone:	Cell Phone:	Work Phone:
Email:		
Clear Fields		

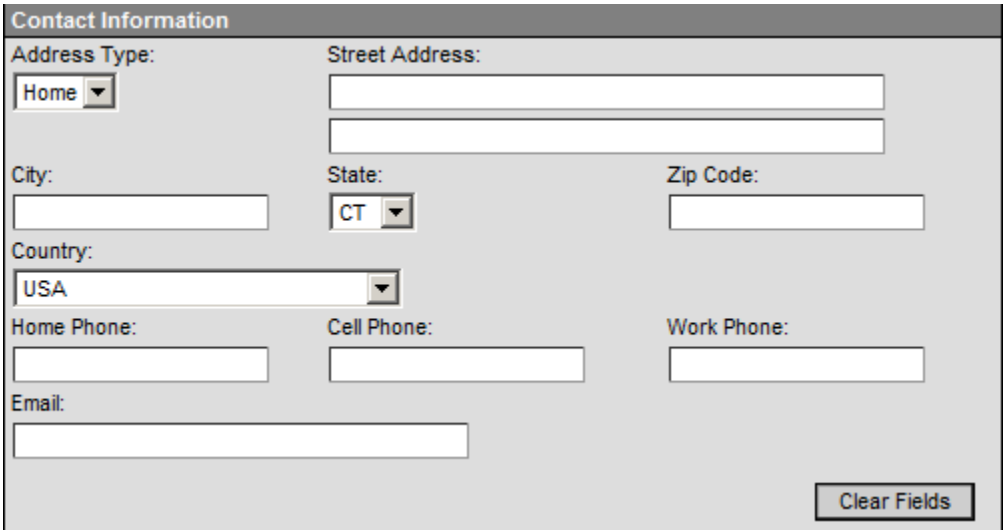
Save	Cancel
------	--------



The patient record will not be created until the error is corrected and all required data has been entered.

CONTACT INFORMATION

The third section is Contact Information.



The screenshot shows a web form titled "Contact Information". The form contains the following fields and controls:

- Address Type:** A dropdown menu with "Home" selected.
- Street Address:** Two stacked text input fields.
- City:** A text input field.
- State:** A dropdown menu with "CT" selected.
- Zip Code:** A text input field.
- Country:** A dropdown menu with "USA" selected.
- Home Phone:** A text input field.
- Cell Phone:** A text input field.
- Work Phone:** A text input field.
- Email:** A text input field.
- Clear Fields:** A button located at the bottom right of the form.

The Contact Information section requires the following fields:

- Street Address
- City
- Zip Code

Note that some fields (Address Type as Home and State as CT) are filled in by default, but if the information is incorrect, simply use the dropdown menu and select the appropriate entry. Any data that needs to be changed after entry can always be updated later using the Demographics Question Package and the Edit Person screen.

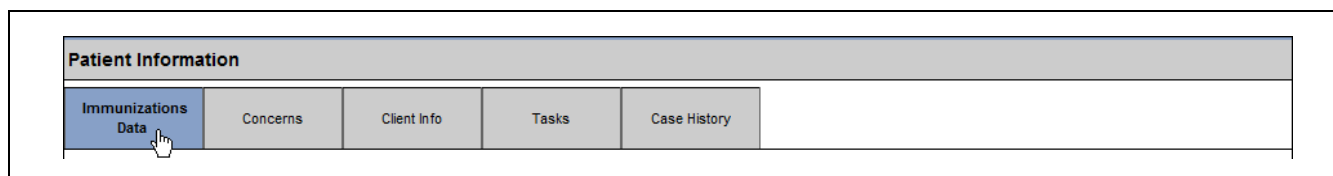
5. Click the **Save** button to create the record and return to the CIRTS main screen.

CHANGING PATIENT INFORMATION

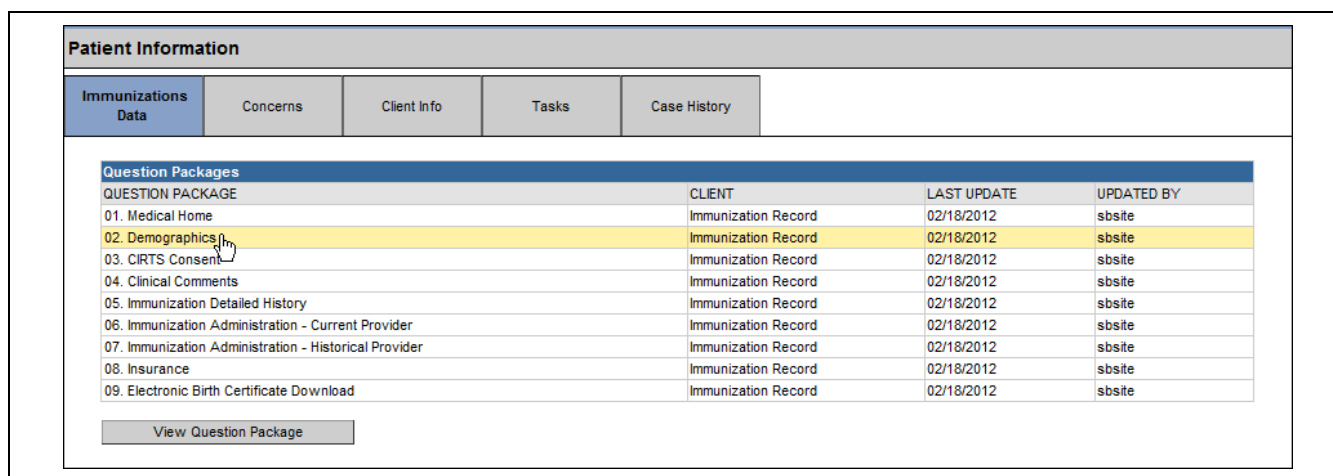
The role of Provider Site user does not have system permissions to change, add, or delete patient information such as Name, Birth Date, Gender, etc. after the patient record has been created. The only patient information that a Provider Site user can change is the address information. Please contact the DPH Administrator for changes to any other patient information data.

To change patient address information:

1. Click the **Immunization Data** tab in the Patient Information section to display the Question Packages table.



2. Double-click the **Demographics** Question Package.



The Demographics Question Package will display.

02. Demographics Package , Harry Carey - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2006 Age : 6 Yr 1 Mo Gender: Male VFC Status: Unknown Insurance:
Address: 10 Test Street, Hartford, CT 06002

Save Cancel

Demographics

Address (Home)			
Street	10 Test Street	City	Hartford
State	CT	Zip code	06002
Email		Home Phone	(860) 456-7890
Work Phone		Cell Phone	
Birth Date (mm/dd/yyyy)	01/01/2006	Gender	Male

Above Client Info will be updated based on the Current Responsible Care Giver information below if the information is complete (*).

Race		Ethnicity	
Birth Country	USA	Birth State	
Language	English American	VFC Date Screened (mm/dd/yyyy) *	
* VFC-Eligibility (Must be screened every time a vaccine is administered) (To be completed by Provider Users only)		VFC Status	Unknown

Enrolled in CIRTS ([Change Enrolled in CIRTS](#)): YES

Current Responsible Care Giver Type

Current Responsible Care Giver: Mother

Responsible Care Giver(s) Information

Care Giver Type	Mother	Add New	
First Name	Jane	Middle Name	
Last Name	Testkid	Maiden Name	Doe
Date of Birth (mm/dd/yyyy)	01/01/1980	Street address *	10 Test Street
City *	Hartford	State *	CT
Zip code *	06002	Home Phone	(860) 456-7890
Work Phone		Cell Phone	
Email			

* Indicates required field

Save Cancel

- Enter the new address information in the **Responsible Care Giver(s) Information** section of the Question package.



In order to change the address and phone information of the child, the address and phone information must be changed here in the Responsible Care Giver(s) Information section. Please make sure you select the Current Responsible Care Giver

- Click the **Save** button.

Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name	Jane	Middle Name	
Last Name	Testkid	Maiden Name	Doe
Date of Birth (mm/dd/yyyy)	01/01/1980	Street address *	5 Another Street
City *	Hartford	State *	CT
Zip code *	06003	Home Phone	(860) 456-7890
Work Phone		Cell Phone	
Email			

* Indicates required field

The new address information will now display in the Client Info tab table.

Patient Information																																		
Immunizations Data	Concerns	Client Info	Tasks	Case History																														
<table border="1"> <thead> <tr> <th colspan="5">Client Info</th> </tr> <tr> <th>NAME</th> <th>GENDER</th> <th>BIRTH DATE(MM/DD/YYYY)</th> <th>ADDRESS</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Harry Carey</td> <td>Male</td> <td>01/01/2006</td> <td>5 Another Street, Hartford, CT 06003</td> <td>Active</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Client Info					NAME	GENDER	BIRTH DATE(MM/DD/YYYY)	ADDRESS	STATUS	Harry Carey	Male	01/01/2006	5 Another Street, Hartford, CT 06003	Active															
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Harry Carey	Male	01/01/2006	5 Another Street, Hartford, CT 06003	Active																														

Chapter 6: Concerns

OVERVIEW

Purpose

Describe system-generated and manually created concerns.

Objectives

- View Concerns
 - Update Concerns
 - Manually create Concerns
-

CONCERNS

A Concern is a free text note that anyone can enter in a patient record to indicate a potential issue that may need to be addressed. Concerns may be manually created and modified by the user; they cannot be deleted and the concern history can always be viewed with the record. Concerns are located in the Patient Information section of the Immunization record.

Patient Information

Immunizations Data
Concerns
Client Info
Tasks
Case History

CONCERN	DESCRIPTION	CLIENT	LAST UPDATE	SEVERITY	STATUS
Refusing Hep B	Refusing Hep B	Harry Carey	02/18/2012	Very High	Active
Delaying MMR	Delaying MMR	Harry Carey	02/18/2012	Very High	Active

Add Concern
Update Concern

Concern - Details	
Concern:	Refusing Hep B
Description:	Refusing Hep B
Client:	Harry Carey
Status:	Active
Severity:	Very High
Create Date:	02/18/2012
Last Update:	02/18/2012
Updated By:	sbsite
Notes:	Family is refusing to give child Hep B vaccination

Some examples of concerns that might be added to a record are:

- Refusing Hep B
- Requested an alternate schedule – delaying MMR
- Administered MMR early due to travel abroad- will need to administer 2nd MMR
- Patient in China for the summer

To add a concern

1. Click the **Add Concern** button at the bottom of the Concerns table.

The screenshot shows the 'Patient Information' screen with a tabbed interface. The 'Concerns' tab is selected. Below the tabs is a table with the following columns: CONCERN, DESCRIPTION, CLIENT, LAST UPDATE, SEVERITY, and STATUS. The table is currently empty. At the bottom of the table, there are two buttons: 'Add Concern' and 'Update Concern'. A mouse cursor is pointing at the 'Add Concern' button.

The Add Concern screen will display.

The screenshot shows the 'Add Concern - Harry Carey - Immunization Record' screen. It features a 'Concern Information' section with the following fields:

- Description: A text input field.
- Client: A dropdown menu showing 'Harry Carey'.
- Severity: A dropdown menu showing 'Medium'.
- Status: A dropdown menu showing 'Active'.
- Notes: A large text area with a vertical scrollbar.

 At the bottom of the screen, there are two buttons: 'Save' and 'Cancel'.

The fields in the Add Concern screen are:

Description	Describes the concern
Client	The full name of the client
Severity	Indicates the severity of the concern: Very Low, Low, Medium, High, Very High
Status	Indicates the status of the concern: Active or Resolved
Notes	Displays any notes regarding the concern

2. Enter the **Description**, **Severity**, and any related **Notes**.
3. Click the **Save** button.

Add Concern - Harry Carey - Immunization Record

Concern Information	
Description:	Delaying MMR
Client:	Harry Carey
Severity:	Very High
Status:	Active
Notes:	Requested an alternate schedule – delaying MMR

Save Cancel

4. The concern will be applied and the system will return to the CIRTS main screen with the concern displayed in the Patient Information section.

Patient Information

Immunizations Data	Concerns	Client Info	Tasks	Case History																																				
<table border="1"> <thead> <tr> <th colspan="6">Concerns</th> </tr> <tr> <th>CONCERN</th> <th>DESCRIPTION</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>SEVERITY</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Delaying MMR</td> <td>Delaying MMR</td> <td>Harry Carey</td> <td>02/18/2012</td> <td>Very High</td> <td>Active</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Concerns						CONCERN	DESCRIPTION	CLIENT	LAST UPDATE	SEVERITY	STATUS	Delaying MMR	Delaying MMR	Harry Carey	02/18/2012	Very High	Active																		
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Last Update:	02/18/2012																																							
Updated By:	sbsite																																							
Notes:	Requested an alternate schedule – delaying MMR																																							



If a concern is assigned a Severity of “Very High”, the concern will be displayed in red text in the Summary Information section of the immunization record.

Immunization Record

Summary Information	
CIRTS ID:	100084353
	Deduplication Status: Pending
Record Type:	Immunization Record
Client:	Harry Carey Birth Date(mm/dd/yyyy): 01/01/2006 (6 y 1 m Male) Phone: (860) 456-7890
Case Status:	Open
Immunization Summary, Forecast & Schedules:	<p>Delaying MMR</p> <p>Refusing Hep B</p> <p>Summary and Forecast: Immunization Summary Immunization Forecast Immunization Certificate</p> <p>CDC Schedules : 0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization</p> <p>Overdue Vaccines: DTP/aP, HepA, HepB, Influenza, MMR, Polio, Varicella</p> <p>Vaccines Due: MCV</p> <p>Enrolled in CIRTS: Yes</p> <p>VFC Status/Insurance: Unknown / Privately Insured : N/A</p>

Edit Case Properties

To modify a concern

1. Click the Concerns tab.
2. Select a concern by clicking it in the Concerns table.

Patient Information

Immunizations Data	Concerns	Client Info	Tasks	Case History																														
Concerns <table border="1"> <thead> <tr> <th>CONCERN</th> <th>DESCRIPTION</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>SEVERITY</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Refusing Hep B</td> <td>Refusing Hep B</td> <td>Harry Carey</td> <td>02/18/2012</td> <td>Very High</td> <td>Active</td> </tr> <tr> <td>Delaying MMR</td> <td>Delaying MMR</td> <td>Harry Carey</td> <td>02/18/2012</td> <td>Very High</td> <td>Active</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					CONCERN	DESCRIPTION	CLIENT	LAST UPDATE	SEVERITY	STATUS	Refusing Hep B	Refusing Hep B	Harry Carey	02/18/2012	Very High	Active	Delaying MMR	Delaying MMR	Harry Carey	02/18/2012	Very High	Active												
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Delaying MMR	Delaying MMR	Harry Carey	02/18/2012	Very High	Active																													
<p>Add Concern Update Concern</p>																																		

3. Click the **Update Concern** button.

Concerns					
CONCERN	DESCRIPTION	CLIENT	LAST UPDATE	SEVERITY	STATUS
Refusing Hep B	Refusing Hep B	Harry Carey	02/18/2012	Very High	Active
Delaying MMR	Delaying MMR	Harry Carey	02/18/2012	Very High	Active

The Edit Concern – Immunization Record screen will display.

Edit Concern - Harry Carey - Immunization Record

Concern Information

Concern: Refusing Hep B

Description:

Client: Harry Carey

Create Date: 02/18/2012

Last Update: 02/18/2012

Updated By: sbsite

Severity:

Status:

Notes:

4. Update the appropriate information for **Severity**, **Status**, and **Notes**.
5. Click the **Save** button to complete the process.

Edit Concern - Harry Carey - Immunization Record

Concern Information	
Concern:	Refusing Hep B
Description:	
Client:	Harry Carey
Create Date:	02/18/2012
Last Update:	02/18/2012
Updated By:	sbsite
Severity:	Very High
Status:	Resolved
Notes:	<p>Family is refusing to give child Hep B vaccination</p> <p>** family reconsidered - child will be given Hep B</p>

Save Cancel



Note: Even if the Status of a concern has been changed to “Resolved”, the concern history will still display in the Concerns table of Patient Information; concerns cannot be deleted.

Patient Information																																									
Immunizations Data	Concerns	Client Info	Tasks	Case History																																					
<table border="1"> <thead> <tr> <th colspan="6">Concerns</th> </tr> <tr> <th>CONCERN</th> <th>DESCRIPTION</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>SEVERITY</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Refusing Hep B</td> <td>Refusing Hep B</td> <td>Harry Carey</td> <td>02/18/2012</td> <td>Very High</td> <td>Resolved</td> </tr> <tr> <td>Delaying MMR</td> <td>Delaying MMR</td> <td>Harry Carey</td> <td>02/18/2012</td> <td>Very High</td> <td>Active</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Concerns						CONCERN	DESCRIPTION	CLIENT	LAST UPDATE	SEVERITY	STATUS	Refusing Hep B	Refusing Hep B	Harry Carey	02/18/2012	Very High	Resolved	Delaying MMR	Delaying MMR	Harry Carey	02/18/2012	Very High	Active												
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Add Concern		Update Concern																																							

Chapter 7: Question Packages – General Operating Procedures

OVERVIEW

Purpose

Describe the purpose and general operating procedures for all the predefined CIRTS Question Packages

Objectives

- Define Question Packages
 - Describe fields in the Question Package table
 - Explain how to view individual Question Packages
 - Discuss required fields and notifications
-

QUESTION PACKAGES

A Question Package is a set of information (questions) that should be filled out for each record. They include critical information about the client. CIRTS has nine Question Packages:

- Medical Home
- Demographics
- CIRTS Consent
- Clinical Comments
- Immunization Detailed History
- Immunization Administration – Current Provider
- Immunization Administration – Historical Provider
- Insurance
- Electronic Birth Certificate Download

The Question Packages are displayed in the Immunization Data section of Patient Information.

Patient Information

Immunizations Data

Concerns

Client Info

Tasks

Case History

Question Packages

QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY
01. Medical Home	Immunization Record	02/18/2012	sbsite
02. Demographics	Immunization Record	02/18/2012	sbsite
03. CIRTS Consent	Immunization Record	02/18/2012	sbsite
04. Clinical Comments	Immunization Record	02/18/2012	sbsite
05. Immunization Detailed History	Immunization Record	02/18/2012	sbsite
06. Immunization Administration - Current Provider	Immunization Record	02/18/2012	sbsite
07. Immunization Administration - Historical Provider	Immunization Record	02/18/2012	sbsite
08. Insurance	Immunization Record	02/18/2012	sbsite
09. Electronic Birth Certificate Download	Immunization Record	02/18/2012	sbsite

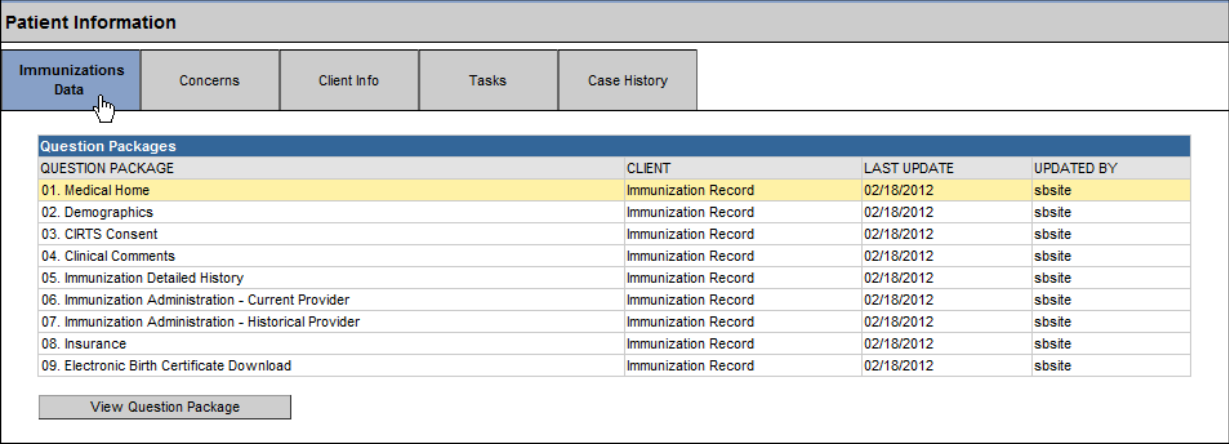
View Question Package

The fields in the Question Package table are:

Question Package	Identifies the title of the question package
Client	Will always be "Immunization record"
Last Update	Displays the date that each question package was last updated
Updated By	Identifies the user that made the last update or modification to the question package

To view a Question Package:

1. Open a CIRTS record (immunization record).
2. The Question Packages should already be displayed. If they are not displayed, click the **Immunization Data** tab in the Patient Information section.



Patient Information

Immunizations Data | Concerns | Client Info | Tasks | Case History

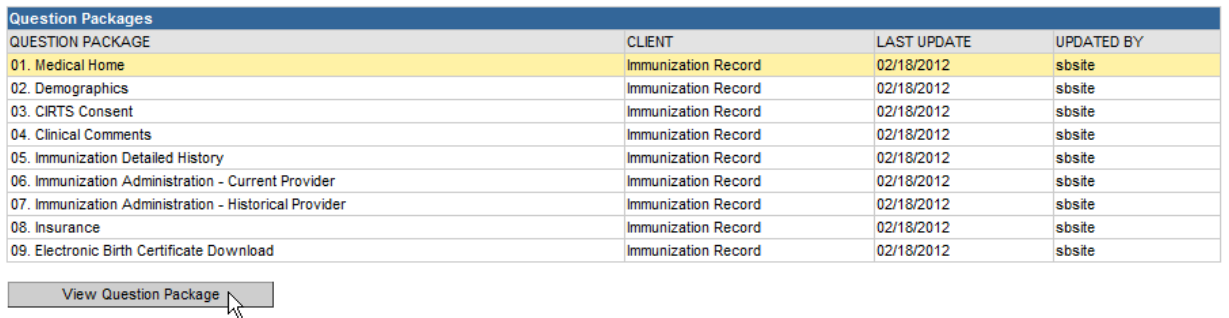
Question Packages	CLIENT	LAST UPDATE	UPDATED BY
01. Medical Home	Immunization Record	02/18/2012	sbsite
02. Demographics	Immunization Record	02/18/2012	sbsite
03. CIRTS Consent	Immunization Record	02/18/2012	sbsite
04. Clinical Comments	Immunization Record	02/18/2012	sbsite
05. Immunization Detailed History	Immunization Record	02/18/2012	sbsite
06. Immunization Administration - Current Provider	Immunization Record	02/18/2012	sbsite
07. Immunization Administration - Historical Provider	Immunization Record	02/18/2012	sbsite
08. Insurance	Immunization Record	02/18/2012	sbsite
09. Electronic Birth Certificate Download	Immunization Record	02/18/2012	sbsite

View Question Package

3. To view the entire question package, either **double-click** the question package name in the Question Packages table

or

Click the question package name in the Question Packages table and then click the **View Question Package** button.



Question Packages	CLIENT	LAST UPDATE	UPDATED BY
01. Medical Home	Immunization Record	02/18/2012	sbsite
02. Demographics	Immunization Record	02/18/2012	sbsite
03. CIRTS Consent	Immunization Record	02/18/2012	sbsite
04. Clinical Comments	Immunization Record	02/18/2012	sbsite
05. Immunization Detailed History	Immunization Record	02/18/2012	sbsite
06. Immunization Administration - Current Provider	Immunization Record	02/18/2012	sbsite
07. Immunization Administration - Historical Provider	Immunization Record	02/18/2012	sbsite
08. Insurance	Immunization Record	02/18/2012	sbsite
09. Electronic Birth Certificate Download	Immunization Record	02/18/2012	sbsite

View Question Package

The selected Question Package will display.

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions.

4. After viewing and editing the questions in the question package, click the **Save** button to save the changes and return to the CIRTS main screen

or

Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

It is recommended that users save frequently. CIRTS will time out after twenty minutes of inactivity. If the user receives a phone call, for example, the user should save the question package before taking the call. If the user does not click the Save button and the product does time out, the data that has been entered since the last save will be lost.

The user is advised to open each question package and answer as many questions as possible within that package until each question package has been completed.



Remember: CIRTS is “context-sensitive”, the questions in a package will change according to the selections and answers to other questions in the package. For example, when the Demographics package is first displayed, the Care Giver Type field is blank.

Current Responsible Care Giver Type	
Current Responsible Care Giver	Mother
Responsible Care Giver(s) Information	
Care Giver Type	

When a Care Giver Type is selected, the fields for Care Giver Name, Date of Birth, Address, etc. will appear.

Responsible Care Giver(s) Information	
Care Giver Type	Mother Add New
First Name	Middle Name
Last Name	Maiden Name Jones
Date of Birth (mm/dd/yyyy)	Street address *
City *	State * CT
Zip code *	Home Phone
Work Phone	Cell Phone
Email	

Fields that are grayed-out cannot be changed from within the Question Package. They must be either changed in other screens in the CIRTS or will be calculated by the system based on the data entered in related fields.

For example, in the Responsible Care Giver Information section, the field for Maiden Name of the care giver (if Care Giver Type is “Mother”) is grayed out. It cannot be changed by a Provider Site user after the immunization record is created; only DPH can change this field.

Chapter 8: Medical Home Question Package

OVERVIEW

Purpose

Describe the Medical Home Question Package.

Objectives

- View the Medical Home Question Package
 - Define the fields in the Medical Home Question Package
 - Change a Facility in the Question Package
-

MEDICAL HOME QUESTION PACKAGE

The Medical Home Question Package is a set of information (questions) relating to the Client including:

- Facility (Medical Home)
- Medical Record Number
- Patient Status

To view the Medical Home Question Package:

1. Search for and open a Client record.
2. Either **double-click** Medical Home in the Question Package table, or click once on Medical Home in the Question Package table and then click the **View Question Package** button.

Patient Information																																																
Immunizations Data	Concerns	Client Info	Tasks	Case History																																												
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View Question Package																																																

The Medical Home Question Package will display.

01. Medical Home Package , Chloe Child - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2005 Age : 7 Yr 1 Mo Gender: Female VFC Status: Unknown Insurance:
Address: 1 DPH Drive, Hartford, CT 06001

Save Cancel

Facility	Baker Pediatrics	Medical Record Number	<input type="text"/>
Patient Status	Active	Outreach Status	<input type="text"/>

Save Cancel

The data fields in the Medical Home Question Package are:

Child Demographic Information section	
Facility	The medical facility that is currently servicing the client: initially pre-filled with the name of the Provider Site that either created the immunization record or that was reported to CIRTS on the CIRTS enrollment form
Medical Record Number	Client's Medical Record Number assigned by the provider facility: alpha-numeric free text field
Patient Status	Status of the client: Active, Deceased, Moved out of State
Outreach Status	Outreach status of the client: 1. Invalid EVRS Info (DPH Use Only), 2. Patient Unknown, 3. Lost to Follow-Up, 4. Transferred to Unknown

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Medical Home Question Package.

- Answer as many questions as possible.
- After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

Entering the Patient Status:


If "Deceased" is selected for the Patient Status field, the section changes to display a new field for the Date of Death.

Facility	Baker Pediatrics	Medical Record Number	<input type="text"/>
Patient Status	Deceased	Death Date (mm/dd/yyyy)	<input type="text"/>

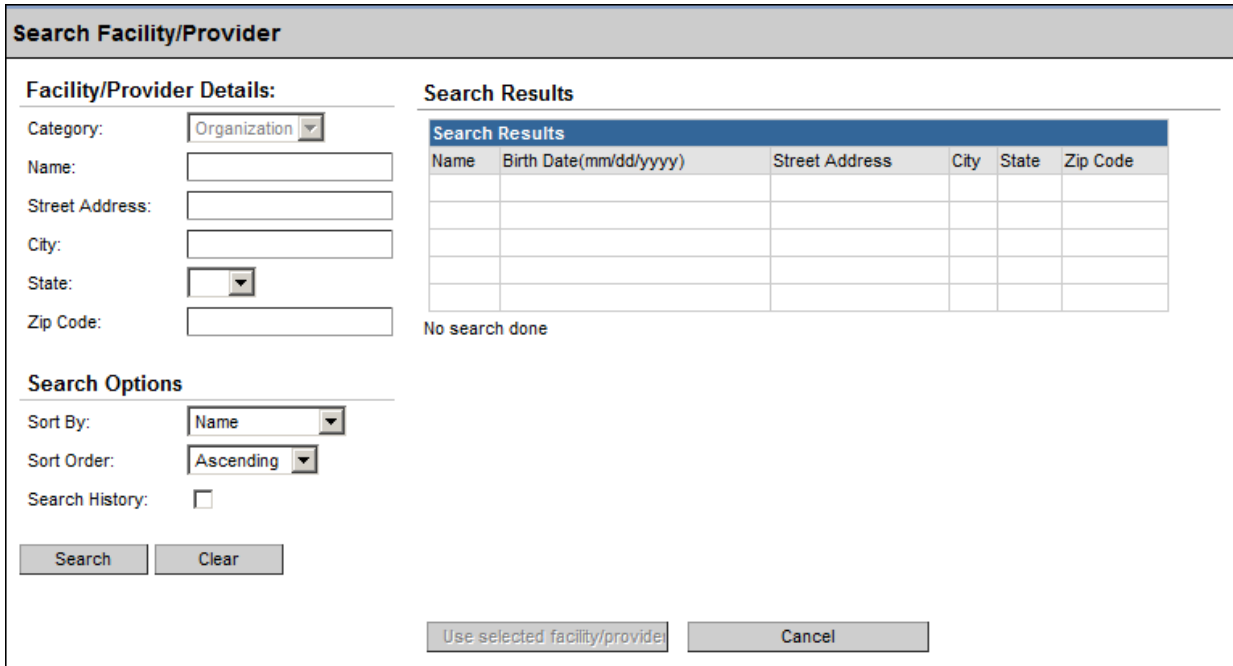
Modifying Facility Information:

The Facility field is initially pre-filled with the name of the Provider Site that either created the immunization record or that was reported to CIRTS on the CIRTS enrollment form. To change the Facility, it is necessary to perform a search; the Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Facility link.



The Search Facility/Provider dialog box will display.



Search Facility/Provider

Facility/Provider Details:

Category:

Name:

Street Address:

City:

State:

Zip Code:

Search Results

Name	Birth Date(mm/dd/yyyy)	Street Address	City	State	Zip Code

No search done

Search Options

Sort By:

Sort Order:

Search History: ☐

2. Enter the name of the Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (*) to perform a wildcard search.

3. Enter any other Search criteria as necessary.

Search Facility/Provider

Facility/Provider Details:
Category: Organization
Name:
Street Address:
City:
State:
Zip Code:

Search Options
Sort By: Name
Sort Order: Ascending
Search History: ☐

Search Results

Name	Birth Date(mm/dd/yyyy)	Street Address	City	State	Zip Code

No search done

4. Click the **Search** button.

The Search Results will display.

Search Facility/Provider

Facility/Provider Details:
Category: Organization
Name:
Street Address:
City:
State:
Zip Code:

Search Options
Sort By: Name
Sort Order: Ascending
Search History: ☐

Search Results

Name	Street Address	City	State	Zip Code
Test Babies123	9 LONGWORTH AVE APT 123456	Lakeville	CT	06039
Test Facility	123 Jefferson St	Hartford	CT	06134
Test Facility2	23 Iverson St	Hartford	CT	06134
Test facility for Workflow	66 VILLAGE DRIVE APT #306, SECOND FLOOR	TACONIC	CT	06079
test Babies	9 LONGWORTH AVE APT 1	Salisbury	CT	06068

Displaying result(s) 1...5, (maximum 50)

5. **Click** the name of the Facility in the Search results list to select it.

Search Facility/Provider

Facility/Provider Details:
Category: Organization
Name:
Street Address:
City:
State:
Zip Code:

Search Options
Sort By: Name
Sort Order: Ascending
Search History: ☐

Search Results

Name	Street Address	City	State	Zip Code
Test Babies123	9 LONGWORTH AVE APT 123456	Lakeville	CT	06039
Test Facility	123 Jefferson St	Hartford	CT	06134
Test Facility2	23 Iverson St	Hartford	CT	06134
Test facility for Workflow	66 VILLAGE DRIVE APT #306, SECOND FLOOR	TACONIC	CT	06079
test Babies	9 LONGWORTH AVE APT 1	Salisbury	CT	06068

Displaying result(s) 1...5, (maximum 50)

- Click the **Use selected facility/provider** button.

The selected Facility will be displayed in the Facility field.

Facility
[Test Facility](#)

Patient Status
Active

Deleting Facility Information:




If the current Facility is unknown, the Facility data can be deleted.

- Click the **Clear** button (the Trashcan icon) to the right of the Facility link.

Facility
[Test Facility](#)

Patient Status
Active

The Facility link will be removed and the words “Not answered” will appear in its place.

Facility	Not answered	 
Patient Status	Active	

Viewing Facility Information:

To view additional information about the Facility:

1. Click the **View Summary** button to the right of the Facility link.

Facility	Test Facility	  
Patient Status	Active	 View Summary

The Client/Facility Summary screen will display.

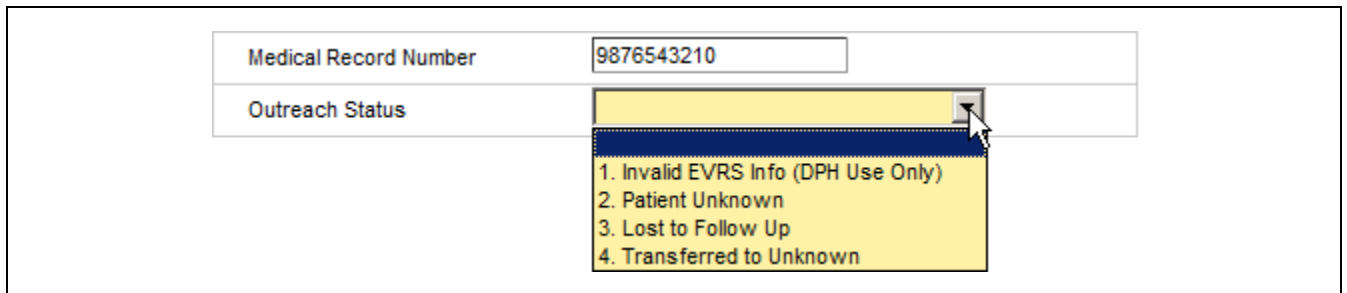
Client/Facility Summary						
Client/Facility Summary						
Name:	Test Facility					
Create Date:	12/06/2011					
Notes:						
Address History						
Type	Dates	Address			Phone	
	01/01/1900 - 01/01/2030	123 Jefferson St, Hartford, CT 06134			(H) (111) 111-1111	
Patients						
CIRTS ID	Client	Status	Create Date	Record Type	City	Mothers Maiden Name
100007278	Test Facility	Open	12/06/2011	Facility	OPEN	OFFLINE
Close						

2. Click the **Close** button at the bottom of the screen to return to the Medical Home Question package.

Updating the Outreach Status:

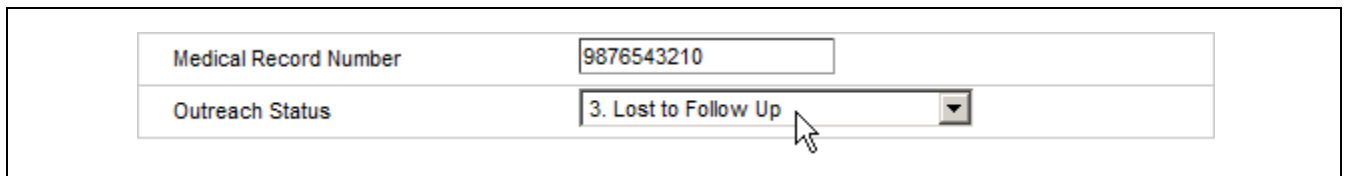
To update a child's Outreach Status:

1. Click the **Outreach Status** list button to display the status options.



A screenshot of a web form. The 'Medical Record Number' field contains '9876543210'. The 'Outreach Status' field is a dropdown menu that is open, showing a list of four options: '1. Invalid EVRS Info (DPH Use Only)', '2. Patient Unknown', '3. Lost to Follow Up', and '4. Transferred to Unknown'. A mouse cursor is pointing at the dropdown arrow.

2. Select either Patient Unknown, Lost to Follow Up, or Transferred to Unknown from the list. This will send the child's record to a DPH Outreach Workflow.



A screenshot of the same web form. The 'Medical Record Number' field still contains '9876543210'. The 'Outreach Status' dropdown menu is now closed, and the selected option '3. Lost to Follow Up' is visible in the field. A mouse cursor is pointing at the dropdown arrow.

Chapter 9: CIRTS Demographics Question Package

OVERVIEW

Purpose

Describe the CIRTS Demographics Question Package.

Objectives

- View the CIRTS Demographics Question Package
 - Define the fields in the CIRTS Demographics Question Package
 - Enter information in the CIRTS Demographics Question Package
-

CIRTS DEMOGRAPHICS QUESTION PACKAGE

The Demographics Question Package is a set of information (questions) relating to the Client including:

- Demographics information
- Responsible Care Giver information

To view the Demographics Question Package:

1. Search for and open a Client record.
2. Either **double-click** Demographics in the Question Package table, or click once on Demographics in the Question Package table and then click the **View Question Package** button.

The screenshot shows the 'Patient Information' section with tabs for Immunizations Data, Concerns, Client Info, Tasks, and Case History. The 'Immunizations Data' tab is active, displaying a table of Question Packages. The row for '02. Demographics' is highlighted in yellow. Below the table is a 'View Question Package' button.

Question Packages			
QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY
01. Medical Home	Immunization Record	02/19/2012	sbsite
02. Demographics	Immunization Record	02/19/2012	sbsite
03. CIRTS Consent	Immunization Record	02/19/2012	sbsite
04. Clinical Comments	Immunization Record	02/19/2012	sbsite
05. Immunization Detailed History	Immunization Record	02/19/2012	sbsite
06. Immunization Administration - Current Provider	Immunization Record	02/19/2012	sbsite
07. Immunization Administration - Historical Provider	Immunization Record	02/19/2012	sbsite
08. Insurance	Immunization Record	02/19/2012	sbsite
09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite

View Question Package

The Demographics Question Package will display.

02. Demographics Package , Harry Carey - Immunization Record			
Birth Date(mm/dd/yyyy): 01/01/2006 Age : 6 Yr 1 Mo Gender: Male VFC Status: Unknown Insurance:		Save Cancel	
Address: 10 Test Street, Hartford, CT 06002			
Demographics			
Address (Home)			
Street	10 Test Street	City	Hartford
State	CT	Zip code	06002
Email		Home Phone	(860) 456-7890
Work Phone		Cell Phone	
Birth Date (mm/dd/yyyy)	01/01/2006	Gender	Male
Above Client Info will be updated based on the Current Responsible Care Giver information below if the information is complete (*).			
Race		Ethnicity	
Birth Country	USA	Birth State	
Language	English American	VFC Date Screened (mm/dd/yyyy) *	
* VFC-Eligibility (Must be screened every time a vaccine is administered) (To be completed by Provider Users only)		VFC Status	Unknown
Enrolled in CIRTS (Change Enrolled in CIRTS):		YES	
Current Responsible Care Giver Type			
Current Responsible Care Giver		Mother	
Responsible Care Giver(s) Information			
Care Giver Type	Mother	Add New	
First Name	Jane	Middle Name	
Last Name	Testkid	Maiden Name	Doe
Date of Birth (mm/dd/yyyy)	01/01/1980	Street address *	10 Test Street
City *	Hartford	State *	CT
Zip code *	06002	Home Phone	(860) 456-7890
Work Phone		Cell Phone	
Email			
* Indicates required field			
Save		Cancel	

The data fields in the Demographics Question Package are:

Demographic section	
Address (Home)	Address information of the child: Pre-filled from Add New Patient screen
Street	Street Address of child: Pre-filled from Add New Patient screen
City	City of child: Pre-filled from Add New Patient screen
State	State of child: Pre-filled from Add New Patient screen
Zip code	Zip Code of child: Pre-filled from Add New Patient screen
Email	Email of child: Pre-filled from Add New Patient screen

Home Phone	Home Telephone of child: Pre-filled from Add New Patient screen
Work Phone	Work Telephone of child: Pre-filled from Add New Patient screen
Cell Phone	Mobile Phone of child: Pre-filled from Add New Patient screen
Birth Date	Birth Date of child: Pre-filled from Add New Patient screen
Gender	Gender of child: Pre-filled from Add New Patient screen – Male, Female, Transgender
Race	Race of child: American Indian/Alaskan Native, Asian, Black/African American, Native Hawaiian/Pacific Islander, Other, Unknown, White/Caucasian
Ethnicity	Ethnicity of child: Hispanic or Latino, Unknown, not Hispanic or Latino
Birth Country	Birth Country of child
Birth State	Birth State of child
Language	Language of child
VFC Date Screened (mm/dd/yyyy)	Date of VFC Screening
VFC Eligibility	1. Insured, 2. Husky B, 3. Under-insured, 4. Husky A, 5. Native American/Alaskan Native, 6. No Health Insurance
VFC Status	VFC Status of child: VFC-Eligible, VFC-Ineligible
Enrolled in CIRTS	CIRTS Enrollment Status of child: Yes, No
Current Responsible Care Giver Type section	
Current Responsible Care Giver	Child's Current Responsible Care Giver Type: Father, Guardian, Mother, Non-household Contact, Self
Responsible Care Giver(s) Information section	
Care Giver Type	Child's Current Responsible Care Giver Type: Father, Guardian, Mother, Non-household Contact, Self
First Name	First Name of child's Responsible Care Giver
Middle Name	Middle Initial of child's Responsible Care Giver

Last Name	Last Name of child's Responsible Care Giver
Date of Birth (mm/dd/yyyy)	Date of Birth of child's Responsible Care Giver
Street address	Street Address of child's Responsible Care Giver
City	City of child's Responsible Care Giver
State	State of child's Responsible Care Giver
Zip code	Zip Code of child's Responsible Care Giver
Home Phone	Home Telephone number of child's Responsible Care Giver - enter "(999) 999-9999" if unknown
Work Phone	Work Telephone of child's Responsible Care Giver
Cell Phone	Mobile Phone of child's Responsible Care Giver
Email	Email address of child's Responsible Care Giver

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the "empty" item.

Entering Responsible Care Giver(s) Information:

If a Care Giver Type has not been selected in the Responsible Care Giver(s) Information section, no additional fields will be displayed; additional fields will appear after a selection is made from the list.

The screenshot shows a form titled 'Responsible Care Giver(s) Information'. At the top, there is a section labeled 'Current Responsible Care Giver Type' with a dropdown menu currently set to 'Mother'. Below this, the main section 'Responsible Care Giver(s) Information' contains a 'Care Giver Type' dropdown menu.

1. Select a **Care Giver Type** from the dropdown list.

This screenshot shows the 'Responsible Care Giver(s) Information' section with the 'Care Giver Type' dropdown menu open. The menu lists the following options: Father, Guardian, Mother, Non-household Contact, and Self. Below the dropdown, there are 'Save' and 'Cancel' buttons. A note indicates that an asterisk (*) denotes a required field.

The additional fields will appear in the Responsible Care Giver(s) Information section.

This screenshot displays the full 'Responsible Care Giver(s) Information' form. The 'Care Giver Type' dropdown is set to 'Mother', and an 'Add New' link is visible to its right. The form includes the following fields: First Name, Last Name, Date of Birth (mm/dd/yyyy), City (*), Zip code (*), Work Phone, Email, Middle Name, Maiden Name (pre-filled with 'Blivitz'), Street address (*), State (*, currently set to 'CT'), Home Phone, and Cell Phone. 'Save' and 'Cancel' buttons are at the bottom. A note indicates that an asterisk (*) denotes a required field.

2. Enter the appropriate Care Giver information.

Entering Multiple Responsible Care Giver(s) Information:

If the patient has multiple Responsible Care Givers:

1. Click the **Add New** link to the right of the Care Giver Type field.

Responsible Care Giver(s) Information			
Care Giver Type <input type="checkbox"/>	Mother <input type="button" value="Add New"/>		
First Name	Mary	Middle Name	
Last Name	Child	Maiden Name	Blivitz
Date of Birth (mm/dd/yyyy)	01/01/1990	Street address *	1 DPH Drive
City *	Hartford	State *	CT
Zip code *	06001	Home Phone	(860) 987-6543
Work Phone	(860) 543-8765	Cell Phone	(860) 978-5742
Email			

* Indicates required field

An additional Care Giver Type field will appear below the previous Responsible Care Giver(s) Information.

Responsible Care Giver(s) Information			
Care Giver Type <input type="checkbox"/>	Mother <input type="button" value="Add New"/>		
First Name	Mary	Middle Name	
Last Name	Child	Maiden Name	Blivitz
Date of Birth (mm/dd/yyyy)	01/01/1990	Street address *	1 DPH Drive
City *	Hartford	State *	CT
Zip code *	06001	Home Phone	(860) 987-6543
Work Phone	(860) 543-8765	Cell Phone	(860) 978-5742
Email			
Care Giver Type			

* Indicates required field

Chapter 10: CIRTS Consent Question Package

OVERVIEW

Purpose

Describe the CIRTS Consent Screening Question Package.

Objectives

- View the CIRTS Consent Question Package
 - Define the fields in the CIRTS Consent Question Package
 - Enter Information in the CIRTS Consent Question Package
-

CIRTS CONSENT QUESTION PACKAGE

The Consent Question Package is a set of information (questions) relating to the Client including:

- CIRTS Consent History
- Declaration



Children can opt in and opt out of CIRTS at any time. Please contact the DPH Administrator to change the CIRTS consent status

To view the Consent Question Package:

1. Search for and open a Client record.
2. Either **double-click** CIRTS Consent in the Question Package table, or click once on CIRTS Consent in the Question Package table and then click the **View Question Package** button.

Patient Information																																																
Immunizations Data	Concerns	Client Info	Tasks	Case History																																												
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09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite																																													
View Question Package																																																

The CIRTS Consent Question Package will display.

03. CIRTS Consent Package , Chloe Child - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2005 Age : 7 Yr 1 Mo Gender: Female VFC Status: Unknown Insurance:
 Address: 1 DPH Drive, Hartford, CT 06001

Save Cancel

CIRTS Consent History

Enrolled in CIRTS	Effective Date (mm/dd/yyyy)
Yes	02/19/2012

Declaration

Declaration:

Children are automatically enrolled in CIRTS at time of birth through birth certificate information unless parents elect not to have their children enrolled by signing the opt-out portion of the CIRTS Enrollment Form (bottom right of the form)

If parents would like to:

- 1) opt-out their children who are already in CIRTS;
- or,
- 2) enroll children who previously opted out,

parents must indicate their wish on the CIRTS Enrollment Form. The completed form must then be sent to the Immunization Program.

[CIRTS Enrollment Form in English](#)

[CIRTS Enrollment Form in Spanish](#)

* Indicates required field

Save Cancel

The data fields in the CIRTS Consent Question Package are:

CIRTS Consent History section	
Enrolled in CIRTS	Is child enrolled in CIRTS: Yes, No – can only be entered by DPH Staff
Effective Date (mm/dd/yyyy)	Effective Date of child's enrollment in CIRTS - can only be entered by DPH Staff
Declaration section	
CIRTS Enrollment Form in English	A link that displays a CIRTS enrollment form in English
CIRTS Enrollment Form in Spanish	A link that displays a CIRTS enrollment form in Spanish

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the CIRTS Consent Question Package.

3. Answer as many questions as possible.

- After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

To view the CIRTS Enrollment Form:

- Click either the **CIRTS Enrollment Form in English** or the **CIRTS Enrollment Form in Spanish** link at the bottom of the Declaration section.

Declaration

Declaration:

Children are automatically enrolled in CIRTS at time of birth through birth certificate information unless parents elect not to have their children enrolled by signing the opt-out portion of the CIRTS Enrollment Form (bottom right of the form)

If parents would like to:

- 1) opt-out their children who are already in CIRTS;

or,

- 2) enroll children who previously opted out.

parents must indicate their wish on the CIRTS Enrollment Form. The completed form must then be sent to the Immunization Program.

[CIRTS Enrollment Form in English](#)

[CIRTS Enrollment Form in Spanish](#)

* Indicates required field

Save Cancel

The selected CIRTS Enrollment Form will open in a new window.

Connecticut Immunization Registry and Tracking System (CIRTS)
Connecticut Department of Public Health Immunization Program
410 Capitol Avenue MS #11 MUN Hartford, CT 06134-0308 Tel: 860-509-7929 Fax: 860-509-5370

The Department of Public Health Congratulates you on the birth of your baby! The state provides the Connecticut Immunization Registry and Tracking System (CIRTS) a computerized database that keeps track of your child's shots at no cost to you.

CIRTS can:

- give you a permanent record of your child's shots;
- let your doctor know if your child has missed a shot;
- find your child's shot record if you change doctors or clinics;
- give your doctor the health forms needed for daycare, school, camp, even college.

THIS INFORMATION WILL BE KEPT CONFIDENTIAL
According to regulation §12a-71-4 of the CT General Statutes

For more information, please ask your nurse for a brochure or watch the CIRTS video, found in all CT birthing hospitals.

REQUIRED INFORMATION (PLEASE FILL OUT ALL BLANKS)

Baby's Name: _____ Date of Birth: ____/____/____ Sex: Boy Girl
(first) (middle) (last) month day year (please circle)

Mother's Name: _____ Mother's Date of Birth: ____/____/____
(first) (middle) (last) month day year

Address: _____ Town: _____ State: _____ Zip Code: _____

Home Phone #: (____) _____ Cell Phone#: (____) _____ Work Phone #: (____) _____

Name of Emergency Contact: _____ Emergency Phone #: (____) _____ BABY'S Birth Hospital: _____

Name of BABY's Doctor: _____ Name of BABY's Clinic/Practice: _____ Town of Clinic: _____

YES, I want my child enrolled in CIRTS.

→ _____ Date: ____/____/____
Signature of Parent month day year

NO, I DO NOT want my child enrolled.

Baby's Name: _____
Baby's Date of Birth: ____/____/____
→ _____ Date: ____/____/____
Signature of Parent month day year

CIRTS is a program of the CT Department of Public Health

- Click the **Print** icon in your browser to print the form.

Chapter 11: Clinical Comments Question Package

OVERVIEW

Purpose

Describe the Clinical Comments Question Package.

Objectives

- View the Clinical Comments Question Package
 - Define the fields in the Clinical Comments Question Package
 - Enter information in the Clinical Comments Question Package
-

CLINICAL COMMENTS QUESTION PACKAGE

The Clinical Comments Question Package is a set of information (questions) relating to the Client including:

- Refusals
- Allergies
- Contraindications

Clinical Comments will display on the Immunization Certificate and will impact the Immunization Forecast. For example: if there is a reaction to a particular vaccine, the vaccine will not display as due or overdue in the Forecast. The following Immunization Forecast illustrates that Varicella is not on the recommended schedule because of a contraindication that was entered in the Clinical Comments.

Immunization Forecast - Winnie Pooh					
Birth Date(mm/dd/yyyy): 10/24/2010 Age: 1 y 5 m Gender: Male					
Overdue Vaccines: PCV Vaccines Due: HepA, MCV, MMR					
Report Date: Mar 28 2012 10:2:52 AM					
Recommended Schedule					
Group Name	Earliest Date	Recommended Date	Overdue Date	Latest Date	Comment
DTP/aP	10/24/2014	10/24/2014	10/24/2015	10/23/2017	
PCV	04/27/2011	04/27/2011	05/27/2011	10/23/2015	
Polio	10/24/2014	10/24/2014	10/24/2015	10/23/2028	
Influenza	08/01/2012	08/01/2012	09/01/2012	10/24/2130	
MMR	12/08/2011	10/24/2014	10/24/2015	10/24/2130	
Varicella					[Contraindication: Clinician-certified history of varicella (chickenpox)]
HepA	10/24/2011	10/24/2011	05/24/2012	10/23/2029	
MCV	07/24/2011	10/24/2021	10/24/2022	10/23/2030	
HPV	10/24/2019	10/24/2021	10/24/2023	10/23/2032	
Pneumo-Poly	10/24/2075	10/24/2075	11/24/2075	10/24/2130	
Tdap	10/24/2017	10/24/2017	10/24/2022	10/24/2130	
Zoster	10/24/2070	10/24/2070	10/24/2071	10/24/2130	

Forecasting may not be accurate for series that diverge substantially from the recommended schedule. Please use clinical judgement when interpreting data and recommendations.

To view the Clinical Comments Question Package:

1. Search for and open a Client record.
2. Either **double-click** Clinical Comments in the Question Package table, or click once on Clinical Comments in the Question Package table and then click the **View Question Package** button.

Patient Information																																											
Immunizations Data	Concerns	Client Info	Tasks																																								
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<input type="button" value="View Question Package"/>																																											

The Clinical Comments Question Package will display.

04. Clinical Comments Package , Chloe Child - Immunization Record					
Birth Date(mm/dd/yyyy): 01/01/2005 Age : 7 Yr 1 Mo Gender: Female VFC Status: Unknown Insurance: Address: 1 DPH Drive, Hartford, CT 06001	<input type="button" value="Save"/> <input type="button" value="Cancel"/>				
Click for Audit Review					
<table border="1"> <thead> <tr> <th colspan="2">Active Clinical Comments</th> </tr> </thead> <tbody> <tr> <td>Category:</td> <td><input type="text"/></td> </tr> </tbody> </table>		Active Clinical Comments		Category:	<input type="text"/>
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Inactive Clinical Comments					
Category:	<input type="text"/>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

The data fields in the Clinical Comments Question Package are:

Active Clinical Comments section	
Category	Category of the Active Clinical Comment: Contraindications – Allergy Previous Dose, Contraindications – Allergy Vaccine Component, Contraindications – Risk factor, Contraindications – Unspecified, Immunities, Precautions, Refusals, Religious Exemptions, Special Indications
Inactive Clinical Comments section	
Category	Category of the Inactive Clinical Comment: Contraindications – Allergy Previous Dose, Contraindications – Allergy Vaccine Component, Contraindications – Risk factor, Contraindications – Unspecified, Immunities, Precautions, Refusals, Religious Exemptions, Special Indications

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Clinical Comments Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the "empty" item.

Entering Clinical Comments:

If a Clinical Comments Category has not been selected in either the Active Clinical Comments section or the Inactive Clinical Comments section, no additional fields will be displayed; additional fields will appear after a selection is made from one of the lists.

1. Select a **Category** from the dropdown list.

The additional fields will appear in the Active or Inactive Clinical Comments section. The additional field type will vary based on the selected Category. For example, If “Contraindications – Allergy Previous Dose” was selected, the new field displayed is “Contraindications”. If “Refusal” was selected, the new field displayed is “Refusal”.

2. Select the appropriate Category information from the new list.

Based on the selection, even more additional fields will appear in the Active or Inactive Clinical Comments section. For example, if “allergy (anaphylactic) to previous dose of Measles” was selected, new fields are displayed for “Applied Date” and “End Date”.

Active Clinical Comments	
Category:	Contraindications - Allergy Previous Dose Add New
Contraindication	allergy (anaphylactic) to previous dose of Measles
Applied Date (mm/dd/yyyy)	02/20/2012
End Date (mm/dd/yyyy)	

3. Enter the appropriate information in the new fields.

Entering Multiple Clinical Comments:

If the immunization record has multiple Clinical Comments:

1. Click the **Add New** link to the right of the Category field.

Active Clinical Comments	
Category:	Contraindications - Allergy Previous Dose Add New
Contraindication	allergy (anaphylactic) to previous dose of Measles
Applied Date (mm/dd/yyyy)	02/20/2012
End Date (mm/dd/yyyy)	06/01/2012

An additional Category field will appear below the previous Category Information.

Active Clinical Comments	
Category:	Contraindications - Allergy Previous Dose
Contraindication	allergy (anaphylactic) to previous dose of Measles
Applied Date (mm/dd/yyyy)	02/20/2012
End Date (mm/dd/yyyy)	06/01/2012
Category:	

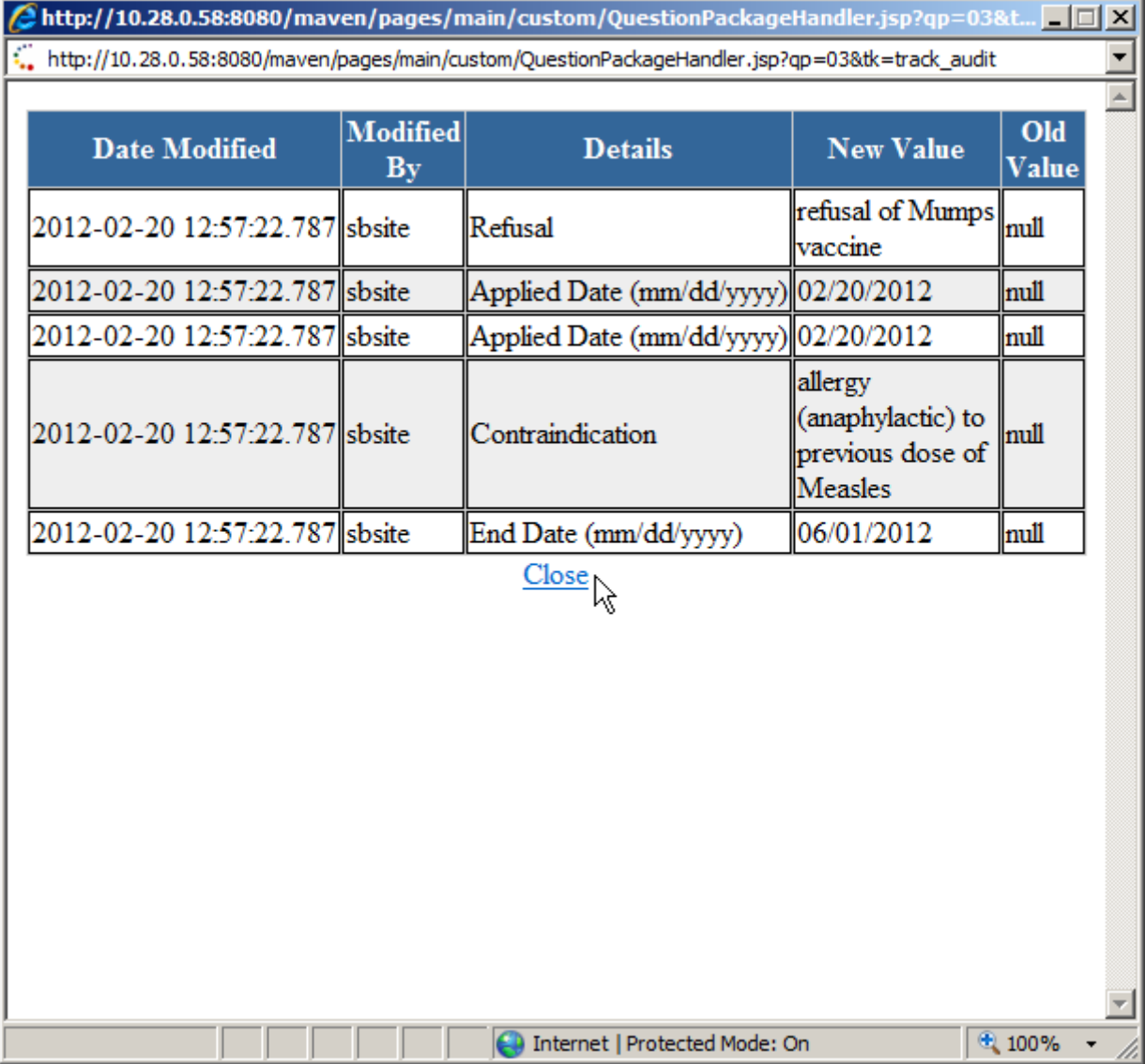
Audit Review of Clinical Comments:

For a list of the Clinical Comments history:

1. Click the **Click Here for Audit Review** link at the top of the Question Package.

04. Clinical Comments Package , Chloe Child - Immunization Record	
Birth Date(mm/dd/yyyy): 01/01/2005 Age : 7 Yr 1 Mo Gender: Female VFC Status: Unknown Insurance: Address: 1 DPH Drive, Hartford, CT 06001	
Click for Audit Review	<div>Save</div> <div>Cancel</div>
Active Clinical Comments	

An Audit Review report will display in a new window.



The screenshot shows a web browser window displaying an Audit Review report. The browser's address bar shows the URL: `http://10.28.0.58:8080/maven/pages/main/custom/QuestionPackageHandler.jsp?qp=03&t...`. The report is presented as a table with five columns: Date Modified, Modified By, Details, New Value, and Old Value. The table contains five rows of data. Below the table, there is a blue link labeled "Close" with a mouse cursor hovering over it. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "100%".

Date Modified	Modified By	Details	New Value	Old Value
2012-02-20 12:57:22.787	sbsite	Refusal	refusal of Mumps vaccine	null
2012-02-20 12:57:22.787	sbsite	Applied Date (mm/dd/yyyy)	02/20/2012	null
2012-02-20 12:57:22.787	sbsite	Applied Date (mm/dd/yyyy)	02/20/2012	null
2012-02-20 12:57:22.787	sbsite	Contraindication	allergy (anaphylactic) to previous dose of Measles	null
2012-02-20 12:57:22.787	sbsite	End Date (mm/dd/yyyy)	06/01/2012	null

[Close](#)

2. Click the **Close** link to close the Audit Review window and return to the Clinical Comments Question Package.

Chapter 12: Immunization Detailed History Question Package

OVERVIEW

Purpose

Describe the Immunization Detailed History Question Package.

Objectives

- View the Immunization Detailed History Question Package
 - Define the fields in the Immunization Detailed History Question Package
 - Enter information in the Immunization Detailed History Question Package
-

IMMUNIZATION DETAILED HISTORY QUESTION PACKAGE

The Immunization Detailed History Question Package is a set of information (questions) relating to the Client including:

- Client's history of vaccinations

To view the Immunization Detailed History Question Package:

1. Search for and open a Client record.
2. Either **double-click** Immunization Detailed History in the Question Package table, or click once on Immunization Detailed History in the Question Package table and then click the **View Question Package** button.

Patient Information																																											
Immunizations Data	Concerns	Client Info	Case History																																								
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The Immunization Detailed History Question Package will display.



If no immunization information has been entered in either the Immunization Administration – Current Provider Question Package or the Immunization Administration – Historical Provider Question Package, the Immunization Detailed History Question Package will display a message stating that “There is no immunization detail history available for the client”.

05. Immunization Detailed History Package , Chloe Child - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2005 Age : 7 Yr 1 Mo Gender: Female VFC Status: Unknown Insurance:
Address: 1 DPH Drive, Hartford, CT 06001

Save Cancel

There is no immunization detail history available for the client

* Vaccine Groups:

* Indicates required field

Save Cancel



After data is entered in either the Immunization Administration – Current Provider Question Package or the Immunization Administration – Historical Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer appear in the Immunization Administration – Current Provider Question Package or the Immunization Administration – Current Provider Question Package.

05. Immunization Detailed History Package , Chloe Child - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2005 Age : 7 Yr 1 Mo Gender: Female VFC Status: Unknown Insurance:
Address: 1 DPH Drive, Hartford, CT 06001

Save Cancel

Vaccine Groups: <input type="button" value="v"/> <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
* Vaccine:	<input type="button" value="v"/>	Trade Name:	<input type="button" value="v"/>	* Date Given: (mm/dd/yyyy)	<input type="button" value="v"/>
Historical shot:	<input type="button" value="v"/>	Manufacturer:	<input type="button" value="v"/>	Lot Number:	<input type="button" value="v"/>
Date Reported: (mm/dd/yyyy)	<input type="button" value="v"/>	Dose:	<input type="button" value="v"/>		
Incomplete Dose:	<input type="button" value="v"/>	Route:	<input type="button" value="v"/>	Site:	<input type="button" value="v"/>
VIS Given: (mm/dd/yyyy)	<input type="button" value="v"/>	VIS Publication Date:	<input type="button" value="v"/>		
Data Entered By:	<input type="button" value="v"/>	Vaccine Administered By:	<input type="button" value="v"/>	Admin Facility:	<input type="button" value="v"/>
VFC Status:	<input type="button" value="v"/>	Is State Supplied?	<input type="button" value="v"/>	Expired lot administered?	<input type="button" value="v"/>
Dose Validity per Forecasting	<input type="button" value="v"/>				
Delete shot record due to data entry error	<input type="button" value="v"/>				

The data fields in the Immunization Detailed History Question Package are:

Vaccine Information section	
* Vaccine Group	*Required field – vaccine group name
** Vaccine	**Required field – vaccine name
Trade Name	Vaccine trade name
** Date Given	**Required field – date vaccine was administered to the patient

Historical Shot	This field is checked when the vaccine was entered under the Immunization Administration – Historical Provider Question Package
Manufacturer	Vaccine manufacturer
Lot Number	Vaccine lot number – free text field
Date Reported	Date the vaccine was imported or data was entered into the registry – automatically populated by CIRTS
Dose	Amount of the vaccine administered
Incomplete Dose	Incomplete vaccine dose: Yes or No
Route	Route of vaccine administration: Intramuscular, Subcutaneous, Multiple Puncture, Oral, Intradermal
Site	Site of vaccine administration: Left Arm, Left Gluteus, Left Leg, Right Arm, Right Gluteus, Right Leg, Other
VIS Given	Date the Vaccine Information Statement (VIS) was given to the patient
VIS Publication Date	Date the Vaccine Information Statement (VIS) was published – drop down list
Data Entered By	The Name of the CIRTS user who entered the vaccine data in CIRTS
Vaccine Administered By	The provider who administered the vaccine – free text field
Admin Facility	Medical home facility
VFC Status	The patient's Vaccines for Children (VFC) eligibility status
Is State Supplied?	State supplied vaccine: Yes or No
Expired Lot Administered?	Vaccine with an expired lot number administered: Yes or No
Dose Validity per Forecasting	Dose validity determined by the Forecasting: Valid or Invalid
Delete shot record due to data entry error	Click to delete a shot record due to a data entry error (this will only delete the shot and not the patient record.)

Required questions are indicated by an asterisk (*). Required questions in order to **save** are indicated by a double asterisk (**). The required fields in the Immunization Detailed History Question package are:

- Vaccine Group
- Vaccine Name
- Date Given



The Immunization Detailed History Question Package ***will not be saved with unanswered “required” questions.***

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

Chapter 13: Immunization Administration – Current Provider Question Package

OVERVIEW

Purpose

Describe the Immunization Administration – Current Provider Question Package.

Objectives

- View the Immunization Administration – Current Provider Question Package
 - Define the fields in the Immunization Administration – Current Provider Question Package
 - Enter information in the Immunization Administration – Current Provider Question Package
-

IMMUNIZATION ADMINISTRATION – CURRENT PROVIDER QUESTION PACKAGE

The Immunization Administration – Current Provider Question Package is a set of information (questions) relating to the Client including:

- Immunization Summary information
- Current provider vaccine information



After data is entered in the Immunization Administration – Current Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer appear in the Immunization Administration – Current Provider Question Package.

To view the Immunization Administration – Current Provider Question Package:

1. Search for and open a Client record.
2. Either **double-click** Immunization Administration – Current Provider in the Question Package table, or click once on Immunization Administration – Current Provider in the Question Package table and then click the **View Question Package** button.

Patient Information																																											
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<div>View Question Package</div>																																											

The Immunization Administration – Current Provider Question Package will display.

Chapter 13: Immunization Administration – Current Provider Question Package

06. Immunization Administration - Current Provider Package , Winnie Pooh - Immunization Record

Birth Date(mm/dd/yyyy): 10/24/2010 Age : 1 Yr 5 Mo Gender: Male VFC Status: VFC-Not Eligible Insurance: Anthem Blue Cross and Blue Shield
Address: 4 Honeyspot Rd, Hartford, CT 06114

Immunization Summary

Routine Shots:	DTP/aP	12/27/2010	03/02/2011	05/18/2011	02/15/2012
	HepB	10/25/2010	12/27/2010	05/18/2011	
	Hib	12/27/2010	03/02/2011	05/18/2011	02/15/2012
	Influenza	11/10/2011	12/20/2011		
	MMR	06/01/2011(NV)	11/10/2011		
	PCV	12/27/2010	03/02/2011		
	Polio	12/27/2010	03/02/2011	05/18/2011	02/15/2012

Support Materials: [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization](#)

Non-Routine Shots:

Clinical Comments: Clinician-certified history of varicella (chickenpox) (Clinician-certified history of Varicella (chickenpox))

Recommended Groups: **PCV** **HepA** **MCV** **MMR**

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

* Indicates required field

Save Cancel

Selecting from the Vaccine Group list will display the fields for the selected vaccine.

06. Immunization Administration - Current Provider Package , Winnie Pooh - Immunization Record

Birth Date(mm/dd/yyyy): 10/24/2010 Age : 1 Yr 9 Mo Gender: Male VFC Status: VFC-Not Eligible Insurance: Anthem Blue Cross and Blue Shield
Address: 4 HONEYSPOT RD., HARTFORD, CT 06114

Immunization Summary

Routine Shots:	DTP/aP	12/27/2010	03/02/2011	05/18/2011	02/15/2012
	HepB	10/25/2010	12/27/2010	05/18/2011	
	Hib	12/27/2010	03/02/2011	05/18/2011	02/15/2012
	Influenza	11/10/2011	12/20/2011		
	MMR	06/01/2011(NV)	11/10/2011		
	PCV	12/27/2010	03/02/2011		
	Polio	12/27/2010	03/02/2011	05/18/2011	02/15/2012

Support Materials: [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization](#)

Non-Routine Shots:

Clinical Comments: immunity to varicella (serologic) (immunity to Varicella (serologic))

Recommended Groups: **PCV** **HepA** **Influenza** **MCV** **MMR**

* Vaccine Group: (To be completed by Provider Users only)
Select from the dropdown to add new 'Shots'

** Vaccine: Trade Name: Lot Number:

** Date Given: (mm/dd/yyyy) 08/04/2012 Manufacturer: Incomplete Dose: No

Dose: Route:

Is State Supplied? Data Entered By: Sally Someone Admin Facility [West Hartford Pedi](#)

VIS Given: (mm/dd/yyyy) [CDC VIS](#) VIS Publication Date: [CDC VIS](#)

Vaccine Administered By:

* Indicates required field ** Indicates field required for save

Save Cancel

The data fields in the Immunization Administration – Current Provider Question Package are:

Current Vaccine Information section	
* Vaccine Group	*Required field – vaccine group name
** Vaccine	**Required field – vaccine name
Trade Name	Vaccine trade name
Lot Number	Vaccine lot number – free text field
** Date Given	**Required field – date vaccine was administered to the patient
Manufacturer	Vaccine manufacturer
Incomplete Dose	Incomplete vaccine dose: Yes or No
Dose	Amount of the vaccine administered
Is State Supplied?	State supplied vaccine: Yes or No
Date Entered By	The Name of the CIRTS user who entered the vaccine data in CIRTS
Admin Facility	Medical home facility
VIS Given	Date the Vaccine Information Statement (VIS) was given to the patient
VIS Publication Date	Date the Vaccine Information Statement (VIS) was published – drop down list
Vaccine Administered By	The provider who administered the vaccine – free text field

Required questions are indicated by an asterisk (*). Required questions in order to **save** are indicated by a double asterisk (**). The required fields in the Immunization Administration – Current Provider Question package are:

- Vaccine Group
- Vaccine Name
- Date Given



The Immunization Administration – Current Provider Question Package ***will not be saved with unanswered “required” questions.***

Chapter 13: Immunization Administration – Current Provider Question Package

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

Entering Admin Facility Information:

The Admin Facility defaults to the facility selected in the Medical Home Question Package. To enter a different Admin Facility, it is necessary to perform a search; the Admin Facility cannot be typed directly into the field.

1. Click the **Search** button to the right of the Admin Facility field.

The Search Facility/Provider dialog box will display.

Chapter 13: Immunization Administration – Current Provider Question Package

2. Enter the name of the Admin Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (*) to perform a wildcard search.

3. Enter any other Search criteria as necessary.

Search Facility/Provider

Facility/Provider Details:

Category: Organization

Name:

Street Address:

City:

State:

Zip Code:

Search Options

Sort By: Name

Sort Order: Ascending

Search History: ☐

Search

Clear

Search Results

Name	Birth Date(mm/dd/yyyy)	Street Address	City	State	Zip Code

No search done

Use selected facility/provider

Cancel

4. Click the **Search** button.

The Search Results will display.

Search Facility/Provider

Facility/Provider Details:

Category: Organization

Name:

Street Address:

City:

State:

Zip Code:

Search Options

Sort By: Name

Sort Order: Ascending

Search History: ☐

Search

Clear

Search Results

Name	Street Address	City	State	Zip Code
Test Babies123	9 LONGWORTH AVE APT 123456	Lakeville	CT	06039
Test Facility	123 Jefferson St	Hartford	CT	06134
Test Facility2	23 Iverson St	Hartford	CT	06134
Test facility for Workflow	66 VILLAGE DRIVE APT #306, SECOND FLOOR	TACONIC	CT	06079
test Babies	9 LONGWORTH AVE APT 1	Salisbury	CT	06068

Displaying result(s) 1...5, (maximum 50)

Use selected facility/provider

Cancel

Chapter 13: Immunization Administration – Current Provider Question Package

5. Click the name of the Admin Facility in the Search results list to select it.

Search Facility/Provider

Facility/Provider Details:

Category: Organization

Name:

Street Address:

City:

State:

Zip Code:

Search Options

Sort By: Name

Sort Order: Ascending

Search History: ☐

Search Results

Name	Street Address	City	State	Zip Code
Test Babies123	9 LONGWORTH AVE APT 123456	Lakeville	CT	06039
Test Facility	123 Jefferson St	Hartford	CT	06134
Test Facility2	23 Iverson St	Hartford	CT	06134
Test facility for Workflow	66 VILLAGE DRIVE APT #306, SECOND FLOOR	TACONIC	CT	06079
test Babies	9 LONGWORTH AVE APT 1	Salisbury	CT	06068

Displaying result(s) 1...5, (maximum 50)

6. Click the **Use selected facility/provider** button.

The selected Facility will be displayed in the Admin Facility field.

Is State Supplied? No

[Click here for a table of state-supplied vaccines](#)

Data Entered By: Sally Someone

Admin Facility Test Facility2



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”; do not leave this field unanswered or “empty”.

Deleting Admin Facility Information:

If the current Admin Facility is unknown, the Facility data can be deleted.

1. Click the **Clear** button (the Trashcan icon) to the right of the Admin Facility link.

Is State Supplied? No

[Click here for a table of state-supplied vaccines](#)

Data Entered By: Sally Someone

Admin Facility Test Facility2

Chapter 13: Immunization Administration – Current Provider Question Package

The current Admin Facility will be removed and will be replaced by the default facility in the Medical Home Question Package.

Is State Supplied? No Click here for a table of state-supplied vaccines	Data Entered By: Sally Someone	Admin Facility Test Facility 
---	---	--

Viewing Admin Facility Information:

To view additional information about the Admin Facility:

1. Click the **View Summary** button to the right of the Admin Facility link.

Is State Supplied? No Click here for a table of state-supplied vaccines	Data Entered By: Sally Someone	Admin Facility Test Facility 
---	---	--

The Client/Facility Summary screen will display.

Client/Facility Summary						
Client/Facility Summary						
Name:	Test Facility					
Create Date:	12/06/2011					
Notes:						
Address History						
Type	Dates	Address			Phone	
	01/01/1900 - 01/01/2030	123 Jefferson St, Hartford, CT 06134			(H) (111) 111-1111	
Patients						
CIRTS ID	Client	Status	Create Date	Record Type	City	Mothers Maiden Name
100007278	Test Facility	Open	12/06/2011	Facility	OPEN	OFFLINE
Close						

2. Click the **Close** button at the bottom of the screen to return to the Immunization Administration – Current Provider Question package.

Chapter 13: Immunization Administration – Current Provider Question Package

Entering Multiple Vaccines:

If the immunization record has multiple vaccines:

1. Click the **Add New** link to the right of the Vaccine Group field.



You can also click on one of the vaccine links in the Recommended Groups section.

06. Immunization Administration - Current Provider Package , Winnie Pooh - Immunization Record

Birth Date(mm/dd/yyyy): 10/24/2010 Age : 1 Yr 5 Mo Gender: Male VFC Status: VFC-Not Eligible Insurance: Anthem Blue Cross and Blue Shield
Address: 4 Honeyspot Rd, Hartford, CT 06114

Immunization Summary					
Routine Shots:	DTP/aP	12/27/2010	03/02/2011	05/18/2011	02/15/2012
	HepB	10/25/2010	12/27/2010	05/18/2011	
	Hib	12/27/2010	03/02/2011	05/18/2011	02/15/2012
	Influenza	11/10/2011	12/20/2011		
	MMR	06/01/2011(NV)	11/10/2011		
	PCV	12/27/2010	03/02/2011		
	Polio	12/27/2010	03/02/2011	05/18/2011	02/15/2012
Immunization Summary Immunization Forecast					
Support Materials:	0-6 yrs Schedule 7-18 yrs Schedule Catch-up Schedule Simplified Schedule Adult Immunization				
Non-Routine Shots:					
Clinical Comments:	Clinician-certified history of varicella (chickenpox) (Clinician-certified history of Varicella (chickenpox))				
Recommended Groups:	PCV HepA MCV MMR				

Save Cancel

* Vaccine Group: (To be completed by Provider Users only) HepA [Add New](#)
Select from the dropdown to add new 'Shots'

An additional Vaccine Group field will appear below the previous Vaccine information.

* Vaccine Group: (To be completed by Provider Users only) HepA [Add New](#)
Select from the dropdown to add new 'Shots'

* Vaccine:	Trade Name:	Lot Number:
* Date Given: (mm/dd/yyyy)	Manufacturer:	Incomplete Dose:
Dose:	Route:	
Is State Supplied? Click here for a table of state-supplied vaccines	Data Entered By:	Admin Facility
VIS Given: (mm/dd/yyyy) CDC VIS	VIS Publication Date: CDC VIS	
Vaccine Administered By:		
* Vaccine Group: (To be completed by Provider Users only) Select from the dropdown to add new 'Shots'		

* Indicates required field

Save Cancel

Chapter 14: Immunization Administration – Historical Provider Question Package

OVERVIEW

Purpose

Describe the Immunization Administration – Historical Provider Question Package.

Objectives

- View the Immunization Administration – Historical Provider Question Package
 - Define the fields in the Immunization Administration – Historical Provider Question Package
 - Enter information in the Immunization Administration – Historical Provider Question Package
-

IMMUNIZATION ADMINISTRATION – HISTORICAL PROVIDER QUESTION PACKAGE

The Immunization Administration – Historical Provider Question Package is a set of information (questions) relating to the Client including:

- Immunization Summary information
- Historical Vaccine information



After data is entered in the Immunization Administration – Historical Provider Question Package, the data is moved to the Immunization Detailed History Question Package and will no longer appear in the Immunization Administration – Historical Provider Question Package.

To view the Immunization Administration – Historical Provider Question Package:

1. Search for and open a Client record.
2. Either **double-click** Immunization Administration – Historical Provider in the Question Package table, or click once on Immunization Administration – Historical Provider in the Question Package table and then click the **View Question Package** button.

Patient Information																																											
Immunizations Data	Concerns	Client Info	Tasks																																								
<table border="1"> <thead> <tr> <th>Question Packages</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> </tr> </thead> <tbody> <tr> <td>01. Medical Home</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>02. Demographics</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>03. CIRTS Consent</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>04. Clinical Comments</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>05. Immunization Detailed History</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>06. Immunization Administration - Current Provider</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>07. Immunization Administration - Historical Provider</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>08. Insurance</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>09. Electronic Birth Certificate Download</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> </tbody> </table>				Question Packages	CLIENT	LAST UPDATE	UPDATED BY	01. Medical Home	Immunization Record	02/19/2012	sbsite	02. Demographics	Immunization Record	02/19/2012	sbsite	03. CIRTS Consent	Immunization Record	02/19/2012	sbsite	04. Clinical Comments	Immunization Record	02/19/2012	sbsite	05. Immunization Detailed History	Immunization Record	02/19/2012	sbsite	06. Immunization Administration - Current Provider	Immunization Record	02/19/2012	sbsite	07. Immunization Administration - Historical Provider	Immunization Record	02/19/2012	sbsite	08. Insurance	Immunization Record	02/19/2012	sbsite	09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite
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08. Insurance	Immunization Record	02/19/2012	sbsite																																								
09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite																																								
<div>View Question Package</div>																																											

The Immunization Administration – Historical Provider Question Package will display.

Chapter 14: Immunization Administration – Historical Provider Question Package

07. Immunization Administration - Historical Provider Package , Winnie Pooh - Immunization Record

Birth Date(mm/dd/yyyy): 10/24/2010 Age : 1 Yr 5 Mo Gender: Male VFC Status: VFC-Not Eligible Insurance: Anthem Blue Cross and Blue Shield
 Address: 4 Honeyspot Rd, Hartford, CT 06114

Immunization Summary

Routine Shots:	Vaccine	12/27/2010	03/02/2011	05/18/2011	02/15/2012
DTP/aP					
HepB		10/25/2010	12/27/2010	05/18/2011	
Hib		12/27/2010	03/02/2011	05/18/2011	02/15/2012
Influenza		11/10/2011	12/20/2011		
MMR		06/01/2011(NV)	11/10/2011		
PCV		12/27/2010	03/02/2011		
Polio		12/27/2010	03/02/2011	05/18/2011	02/15/2012

Support Materials: [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization](#)

Non-Routine Shots:

Clinical Comments: Clinician-certified history of varicella (chickenpox) (Clinician-certified history of Varicella (chickenpox))

Recommended Groups: **PCV** **HepA** **MCV** **MMR**

Save Cancel

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Indicates required field

Save Cancel

The data fields in the Immunization Administration – Historical Provider Question Package are:

Historical Vaccine Information section	
Historical Vaccine Group	**Required field – vaccine group name
Historical vaccine	**Required field – vaccine name
Administration date (mm/dd/yyyy)	**Required field – date vaccine was administered to the patient
Admin Facility	*Facility that administered vaccine to the patient

Required questions are indicated by an asterisk ("*"). Required questions in order to **save** are indicated by a double asterisk ("**"). The required fields in the Immunization Administration – Historical Provider Question package are:

- Historical Vaccine Group
- Historical Vaccine
- Administration Date



The Immunization Administration – Historical Provider Question Package **will not be saved with unanswered “required” questions.**



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”; do not leave this field unanswered or “empty”.

Chapter 14: Immunization Administration – Historical Provider Question Package

- After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.





Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the “empty” item.

Entering Admin Facility Information:

To enter the Admin Facility, it is necessary to perform a search; the Admin Facility cannot be typed directly into the field.

- Click the **Search** button to the right of the Admin Facility section.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
HepA	Hep A Peds, NOS	02/01/2011	Not answered
Add New			 

The Search Facility/Provider dialog box will display.

Search Facility/Provider

Facility/Provider Details:

Category: Organization
Name:
Street Address:
City:
State:
Zip Code:

Search Options

Sort By: Name
Sort Order: Ascending
Search History: ☐

Search Results

Name	Birth Date(mm/dd/yyyy)	Street Address	City	State	Zip Code

No search done

- Enter the name of the Admin Facility in the **Name** field.



If you are not sure of the spelling or of how the facility is listed in CIRTS, use an asterisk (*) to perform a wildcard search. You can also run the Facility Listing Report (Chapter 18) and sort by Town to look up the name of the facility.

- Enter any other Search criteria as necessary.

Chapter 14: Immunization Administration – Historical Provider Question Package

Search Facility/Provider

Facility/Provider Details:
Category: Organization
Name:
Street Address:
City:
State:
Zip Code:

Search Options
Sort By: Name
Sort Order: Ascending
Search History: ☐

Search Results

Name	Birth Date(mm/dd/yyyy)	Street Address	City	State	Zip Code

No search done

- Click the **Search** button.

The Search Results will display.

Search Facility/Provider

Facility/Provider Details:
Category: Organization
Name:
Street Address:
City:
State:
Zip Code:

Search Options
Sort By: Name
Sort Order: Ascending
Search History: ☐

Search Results

Name	Street Address	City	State	Zip Code
Test Babies123	9 LONGWORTH AVE APT 123456	Lakeville	CT	06039
Test Facility	123 Jefferson St	Hartford	CT	06134
Test Facility2	23 Iverson St	Hartford	CT	06134
Test facility for Workflow	66 VILLAGE DRIVE APT #306, SECOND FLOOR	TACONIC	CT	06079
test Babies	9 LONGWORTH AVE APT 1	Salisbury	CT	06068

Displaying result(s) 1...5, (maximum 50)

- Click the name of the Admin Facility in the Search results list to select it.

Chapter 14: Immunization Administration – Historical Provider Question Package

Search Facility/Provider

Facility/Provider Details:
Category: Organization
Name:
Street Address:
City:
State:
Zip Code:

Search Options
Sort By: Name
Sort Order: Ascending
Search History: ☐

Search Results

Name	Street Address	City	State	Zip Code
Test Babies123	9 LONGWORTH AVE APT 123456	Lakeville	CT	06039
Test Facility	123 Jefferson St	Hartford	CT	06134
Test Facility2	23 Iverson St	Hartford	CT	06134
Test facility for Workflow	66 VILLAGE DRIVE APT #306, SECOND FLOOR	TACONIC	CT	06079
test Babies	9 LONGWORTH AVE APT 1	Salisbury	CT	06068

Displaying result(s) 1...5, (maximum 50)

- Click the **Use selected facility/provider** button.

The selected Facility will be displayed in the Admin Facility field.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
HepA Add New	Hep A Peds, NOS 	02/01/2011 	Test Facility



If the Admin Facility is unknown or is an “out-of-state” facility, enter “Other Site”; do not leave this field unanswered or “empty”.

Deleting Admin Facility Information:

If the current Admin Facility is unknown, the Facility data can be deleted.


- Click the **Clear** button (the Trashcan icon) to the right of the Admin Facility link.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
HepA Add New	Hep A Peds, NOS 	02/01/2011 	Test Facility <input type="button" value="Clear"/>

* Indicates required field

Chapter 14: Immunization Administration – Historical Provider Question Package




The Admin Facility will be removed and the words “Not answered” will appear in its place.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
HepA Add New	Hep A Peds, NOS	02/01/2011	Not answered  

Viewing Admin Facility Information:

To view additional information about the Admin Facility:

1. Click the **View Summary** button to the right of the Admin Facility link.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
HepA Add New	Hep A Peds, NOS	02/01/2011	Test Facility    View Summary

* Indicates required field

The Client/Facility Summary screen will display.

Client/Facility Summary




Client/Facility Summary						
Name:	Test Facility					
Create Date:	12/06/2011					
Notes:						

Address History			
Type	Dates	Address	Phone
	01/01/1900 - 01/01/2030	123 Jefferson St, Hartford, CT 06134	(H) (111) 111-1111

Patients						
CIRTS ID	Client	Status	Create Date	Record Type	City	Mothers Maiden Name
100007278	Test Facility	Open	12/06/2011	Facility	OPEN	OFFLINE

[Close](#)

2. Click the **Close** button at the bottom of the screen to return to the Immunization Administration – Historical Provider Question package.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
HepA Add New	Hep A Peds, NOS	02/01/2011	Test Facility   

* Indicates required field

[Save](#) [Cancel](#)

Chapter 14: Immunization Administration – Historical Provider Question Package



If the Admin Facility is unknown or is an “out-of-state” facility, perform the Facility Search for “Other*” and select “Other Site” from the Search Results list.

Search Facility/Provider

Facility/Provider Details:
Category: Organization
Name: Other*
Street Address:
City:
State:
Zip Code:
Search Options
Sort By: Name
Sort Order: Ascending
Search History: ☐

Search
Clear

Search Results

Name	Street Address	City	State	Zip Code
Other Site				

Displaying result(s) 1... 1, (maximum 50)

Use selected facility/provider
Cancel

Entering Multiple Historical Vaccines:

If the immunization record has multiple historical vaccines:

1. Click the **Add New** link to the right of the Historical Vaccine Group field.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
Influenza	Flu-TIV >= 3 yrs	06/01/2010	Test Facility
Add New			

* Indicates required field

Save
Cancel

An additional Historical Vaccine Group field will appear below the previous Historical Vaccine information.

Historical Vaccine Group	Historical vaccine	Administration date (mm/dd/yyyy)	Admin Facility
Influenza	Flu-TIV >= 3 yrs	06/01/2010	Test Facility

* Indicates required field

Save
Cancel

Chapter 15: Insurance Question Package

OVERVIEW

Purpose

Describe the Insurance Question Package.

Objectives

- View the Insurance Question Package
 - Define the fields in the Insurance Question Package
 - Enter information in the Insurance Question Package
-

INSURANCE QUESTION PACKAGE

The Insurance Question Package is a set of information (questions) relating to the Client including:

- Private Insurance held on the client

To view the Insurance Question Package:

1. Search for and open a Client record.
2. Either **double-click Insurance** in the Question Package table, or click once on **Insurance** in the Question Package table and then click the **View Question Package** button.

Patient Information																																																
Immunizations Data	Concerns	Client Info	Tasks	Case History																																												
<table border="1"> <thead> <tr> <th colspan="4">Question Packages</th> </tr> <tr> <th>QUESTION PACKAGE</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> </tr> </thead> <tr> <td>01. Medical Home</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>02. Demographics</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>03. CIRTS Consent</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>04. Clinical Comments</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>05. Immunization Detailed History</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>06. Immunization Administration - Current Provider</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>07. Immunization Administration - Historical Provider</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>08. Insurance</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>09. Electronic Birth Certificate Download</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> </table>					Question Packages				QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY	01. Medical Home	Immunization Record	02/19/2012	sbsite	02. Demographics	Immunization Record	02/19/2012	sbsite	03. CIRTS Consent	Immunization Record	02/19/2012	sbsite	04. Clinical Comments	Immunization Record	02/19/2012	sbsite	05. Immunization Detailed History	Immunization Record	02/19/2012	sbsite	06. Immunization Administration - Current Provider	Immunization Record	02/19/2012	sbsite	07. Immunization Administration - Historical Provider	Immunization Record	02/19/2012	sbsite	08. Insurance	Immunization Record	02/19/2012	sbsite	09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite
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06. Immunization Administration - Current Provider	Immunization Record	02/19/2012	sbsite																																													
07. Immunization Administration - Historical Provider	Immunization Record	02/19/2012	sbsite																																													
08. Insurance	Immunization Record	02/19/2012	sbsite																																													
09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite																																													
View Question Package																																																

The Insurance Question Package will display.

08. Insurance Package , Chloe Child - Immunization Record

Birth Date(mm/dd/yyyy): 01/01/2005 Age : 7 Yr 1 Mo Gender: Female VFC Status: Unknown Insurance: Address: 1 DPH Drive, Hartford, CT 06001

Save Cancel

Private Insurance

Private Insurer: (Insurance changes may affect VFC. Update VFC-eligibility in Demographics if needed)

Save Cancel

The data fields in the Insurance Question Package are:

Private Insurance section	
Private Insurer	Drop down list of private health insurance plans

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Insurance Question Package.

3. Answer as many questions as possible.
4. After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.



Reminder: To delete any item that has been selected from any list in the Question Package, scroll to the top of the list and select the "empty" item.

Chapter 16: Electronic Birth Certificate Download Question Package

OVERVIEW

Purpose

Describe the Electronic Birth Certificate Download Question Package.

Objectives

- View the Electronic Birth Certificate Download Question Package
 - Define the fields in the Electronic Birth Certificate Download Question Package
 - Enter information in the Electronic Birth Certificate Download Question Package
-

ELECTRONIC BIRTH CERTIFICATE DOWNLOAD QUESTION PACKAGE

The Electronic Birth Certificate Download Question Package is a set of information (questions) relating to the Client including:

- Birth Hospital of client
- Plurality of Birth
- Birth Order

To view the Electronic Birth Certificate Download Question Package:

1. Search for and open a Client record.
2. Either **double-click** Electronic Birth Certificate Download Question Package in the Question Package table, or click once on Electronic Birth Certificate Download Question Package in the Question Package table and then click the **View Question Package** button.

Patient Information																																																
Immunizations Data	Concerns	Client Info	Tasks	Case History																																												
<table border="1"> <thead> <tr> <th colspan="4">Question Packages</th> </tr> <tr> <th>QUESTION PACKAGE</th> <th>CLIENT</th> <th>LAST UPDATE</th> <th>UPDATED BY</th> </tr> </thead> <tbody> <tr> <td>01. Medical Home</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>02. Demographics</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>03. CIRTS Consent</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>04. Clinical Comments</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>05. Immunization Detailed History</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>06. Immunization Administration - Current Provider</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>07. Immunization Administration - Historical Provider</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>08. Insurance</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> <tr> <td>09. Electronic Birth Certificate Download</td> <td>Immunization Record</td> <td>02/19/2012</td> <td>sbsite</td> </tr> </tbody> </table>					Question Packages				QUESTION PACKAGE	CLIENT	LAST UPDATE	UPDATED BY	01. Medical Home	Immunization Record	02/19/2012	sbsite	02. Demographics	Immunization Record	02/19/2012	sbsite	03. CIRTS Consent	Immunization Record	02/19/2012	sbsite	04. Clinical Comments	Immunization Record	02/19/2012	sbsite	05. Immunization Detailed History	Immunization Record	02/19/2012	sbsite	06. Immunization Administration - Current Provider	Immunization Record	02/19/2012	sbsite	07. Immunization Administration - Historical Provider	Immunization Record	02/19/2012	sbsite	08. Insurance	Immunization Record	02/19/2012	sbsite	09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite
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06. Immunization Administration - Current Provider	Immunization Record	02/19/2012	sbsite																																													
07. Immunization Administration - Historical Provider	Immunization Record	02/19/2012	sbsite																																													
08. Insurance	Immunization Record	02/19/2012	sbsite																																													
09. Electronic Birth Certificate Download	Immunization Record	02/19/2012	sbsite																																													
<div>View Question Package</div>																																																

The Electronic Birth Certificate Download Question Package will display.

09. Electronic Birth Certificate Download Package , Winnie Pooh - Immunization Record

Birth Date(mm/dd/yyyy): 10/24/2010 Age : 1 Yr 5 Mo Gender: Male VFC Status: VFC-Not Eligible Insurance: Anthem Blue Cross and Blue Shield
 Address: 4 Honeyspot Rd, Hartford, CT 06114

Save Cancel

Birth Hospital

Plurality

Birth Order

Save Cancel

The data fields in the Electronic Birth Certificate Download Question Package are:

Birth Hospital Information section	
Birth Hospital	The hospital where the child was born
Plurality	The plurality of birth
Birth Order	If plural birth, the birth order

Required questions are indicated by an asterisk ("*"); Question Packages will still be saved with unanswered "required" questions. There are no required questions in the Electronic Birth Certificate Download Question Package.

- Answer as many questions as possible.
- After answering the questions, click the **Save** button to save changes and return to the CIRTS main screen. Click the **Cancel** button to return to the CIRTS main screen without saving any changes.

Chapter 17: Tasks

OVERVIEW

Purpose

Explain how and why to use tasks in CIRTS

Objectives

- Explain the importance of tasks
 - Demonstrate how to use the Tasks Queue
 - View tasks
 - Create and edit tasks
-

TASKS

A task within CIRTS is a technique for users to delegate assignments or work to other users or groups. Tasks are accessed in several places:

- from the Tasks section of the Splash screen
- from the Tasks icon in the toolbar
- from the Workflow icon in the toolbar
- from the Tasks tab in the Patient Information section.

Task creation can be different depending upon where the user initiated the create task action. If the user clicked the Add Task link from the Workflow Queues page (next to Task Specific Monitors), the task will not automatically be assigned to a specific record but if the user clicks the Tasks tab in the Patient Information section, the task will be associated with the currently active record.



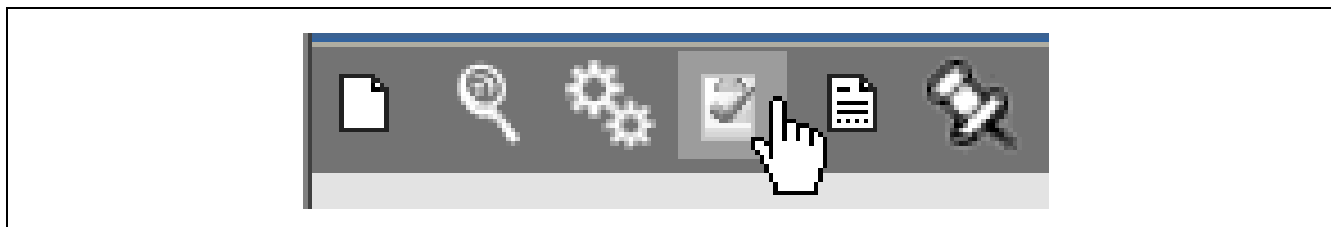
If a task is deleted, it will no longer display in the Tasks list, in the Splash screen, or in the Tasks tab of the Patient Information section. If the task status is changed to “Completed”, however, it will still display in all places.

Some examples of tasks that could be attached to an immunization record are:

- Possible duplicate record – please verify
- Child deceased – date of death unknown – please update in system
- Child’s correct DOB is – please change in system
- Child’s name is incorrect - Correct spelling of this child’s name is...
- Child’s name has changed – please update in system
- Please check the date (year) of the MMR vaccine and Varicella vaccine
- Please enter the shots for this child before they transferred
- Please indicate where this child transferred (if known)
- Please see the error in the forecasting on CIRTS ID#
- Child was listed as “patient unknown”, however they had shots administered under your site. Please check for this patient again.
- Please correct the Admin Facility for the vaccines given for this child.
- Please check/correct the date of the PCV vaccine given date

To View Tasks from the Toolbar:

1. Click the **Tasks** button on CIRTS toolbar.



If a record is loaded, tasks for that current record (if any) will be displayed.

All tasks assigned to the current user will also be displayed.

Tasks									
Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]		Edit Delete
My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
Assignment	Very High	02/10/2012	An Important task	Pending	Sally Someone (02/05/2012)	100084349 - Immunization Record - Ted Test	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/10/2012	Another Important Task	Pending	Sally Someone (02/05/2012)	100084347 - Immunization Record - Joe Blivitz	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/17/2012	Facility Address	Pending	Suzy Admin (02/11/2012)	100084352 - Facility - New Tester Pediatrics	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]		Edit Delete
<div> Add case task Add Task Home </div>									

The fields in the Tasks list window are:

Type	Displays the Task type: Assignment
Priority	Indicates the Task priority: Very Low, Low, Medium, High, Very High
Due Date	Displays the date that the Task is scheduled for completion
Description	Briefly describes the task to be accomplished
Status	The status of the task in the queue: Pending, In Progress, Completed
Created By	Displays the name of the user who created the record and date record was created
Immunization Record	Displays the unique record number automatically assigned by CIRTS and the name of the client
Assigned To	Identifies the user responsible for updating the Task

Assigned To Group	Identifies the user group responsible for updating the Task
Action	Displays a link to Edit or Delete the Task

- To open the record associated with a Task, click the **Immunization Record ID** link in the Tasks list.

Tasks								
Tasks for the selected case								
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group Action
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]	Edit Delete

The Record will display in the CIRTS main window.

Connecticut Immunization Registry and Tracking System

Close Record Logged in as sbste

Immunization Record

Summary Information

CIRTS ID:

100084351

Deduplication Status: Pending

Record Type:

Immunization Record

Client:

[Tina Tyke Testkid](#) Birth Date(mm/dd/yyyy): 01/01/2006 (6 y 1 m Female) Phone:

Case Status:

Open

Immunization Summary, Forecast & Schedules:

Refusing Hep B

Summary and Forecast: [Immunization Summary](#) [Immunization Forecast](#) [Immunization Certificate](#)

CDC Schedules : [0-6 yrs Schedule](#) [7-18 yrs Schedule](#) [Catch-up Schedule](#) [Simplified Schedule](#) [Adult Immunization](#)

Overdue Vaccines: **HepA, HepB, MMR, Polio, Varicella**

Vaccines Due: **MCV**

Enrolled in CIRTS: Yes

VFC Status/Insurance: Unknown / Privately Insured : N/A

- To view the full Task information, click the **Edit** link in the Tasks list.

Tasks								
Tasks for the selected case								
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group Action
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]	Edit Delete

The Edit Task dialog box will display

Edit Task

Task Information	
Immunization Record:	100084351 - Immunization Record - Tina Tyke Testkid
Type:	Assignment
Status:	Pending
Created By:	Sally Someone [sbsite]
Create Date:	02/11/2012
Last Update:	02/11/2012
Priority:	High
Due Date:	02/24/2012
Start Date(mm/dd/yyyy):	
Complete Date:	
Description:	Possible duplicate record
Notes:	This child may already be in the system - please search and verify
Assign to user:	Sally Someone [sbsite] [Assign to me]
Assign to group:	

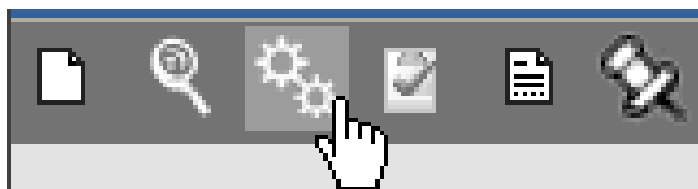
4. Click the **Save** button to save any changes to the task or the **Cancel** button to return to the CIRTS main window without saving any changes.

Tasks may also be viewed from the Workflow Queues

The Workflow Queues display tasks organized into four categories:

- My Open Tasks
- My Overdue Tasks
- Open tasks Created by Me
- Overdue Tasks Created by Me

1. Click the **Workflow** button on the CIRTS Dashboard toolbar.



The Workflow Queue window will display.

Workflow Queues

Workflow Queues (Show empty workflows)

Workflow Queue	Total Count (Assigned to me)	Priority	Last Update
Task Specific Monitors (Add Task)			
My Open Tasks	4 (4)	Medium	02/19/2012 06:26 PM
My Overdue Tasks	3 (3)	Medium	02/19/2012 06:26 PM
Open Tasks Created by Me	4 (3)	Medium	02/19/2012 06:26 PM
Overdue Tasks Created by Me	2 (2)	Medium	02/19/2012 06:26 PM

Home

2. Click one of the task category **links** to display the Tasks list window for the selected category.


Workflow Details - My Overdue Tasks

My Overdue Tasks (Realtime)

<input type="checkbox"/> Type	Due Date	Description	Status	Created By	Last Update	Immunization Record	Record Type	Assigned To	Assigned To Group	Action
<input type="checkbox"/> Assignment	02/17/2012	Facility Address	Pending	Suzy Admin (02/11/2012)	02/11/2012	100084352 New Tester Pediatrics	Facility	Sally Someone		Edit
<input type="checkbox"/> Assignment	02/10/2012	Another Important Task	Pending	Sally Someone (02/05/2012)	02/05/2012	100084347 Blivitz, Joe (East hartford, CT)	Immunization Record	Sally Someone		Edit
<input type="checkbox"/> Assignment	02/10/2012	An Important task	Pending	Sally Someone (02/05/2012)	02/05/2012	100084349 Test, Ted (Trumbull, CT)	Immunization Record	Sally Someone		Edit

Displaying result(s) 1...3

<< First < Prev 1 / 1 Next > Last >>

Assign selected items to user: [\[Assign to me\]](#) Assign selected items to group: 

Reassign

Workflows

Home

Tasks can now be viewed and edited in the same manner as when accessed using the Tasks button in the CIRTS main toolbar.

To create an immunization record-specific task:

1. Open an immunization record.
2. Click the **Tasks** button on CIRTS toolbar.



If a record is loaded, tasks for that current record (if any) and the current user will be displayed.

Tasks

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
None available									

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
Assignment	Very High	02/10/2012	An Important task	Pending	Sally Someone (02/05/2012)	100084349 - Immunization Record - Ted Test	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/10/2012	Another Important Task	Pending	Sally Someone (02/05/2012)	100084347 - Immunization Record - Joe Blivitz	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/17/2012	Facility Address	Pending	Suzy Admin (02/11/2012)	100084352 - Facility - New Tester Pediatrics	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]		Edit Delete

3. Click the **Add case task** button.

The Add Task screen will display.

Add Task


Task Information


Immunization Record: [100084354 - Immunization Record - Chloe Child](#)


Type:

Status:

Priority:

Due Date: 



Start Date(mm/dd/yyyy): 

Complete Date: 

Description:

Notes:

Assign to user: [\[Assign to me\]](#)

Assign to group:  

4. Select the task **Type** (Assignment) from the list.
5. Select the task **Status** from the list: Pending, In Progress, Completed.
6. Select the task **Priority** from the list: Very Low, Low, Medium, High, Very High
7. Enter a task **Due Date**.
8. Enter a task **Description**.
9. Enter task **Notes**.
10. Select the **User** or **Group** to whom the task should be assigned
11. Click the **Save** button.

If required information is omitted, an error message will display and the task will not be assigned until the information is provided.

Add Task

Please correct the indicated errors before proceeding:

No user or group assignment selected for the task

When all required information is provided, the task will be saved and the system will return to the CIRTS main window.

All record-specific tasks will be displayed in the Tasks tab of the Patient Information section.

Patient Information																																																
Immunizations Data	Concerns	Client Info	Tasks	Case History																																												
<table border="1"> <thead> <tr> <th colspan="7">Tasks</th> </tr> <tr> <th>TYPE</th> <th>STATUS</th> <th>PRIORITY</th> <th>DUE DATE</th> <th>DESCRIPTION</th> <th>ASSIGNED TO</th> <th>ASSIGNED TO GROUP</th> </tr> </thead> <tbody> <tr> <td>Assignment</td> <td>Pending</td> <td>Very High</td> <td>02/29/2012</td> <td>Correct PCV Date</td> <td>Sally Someone [sbsite]</td> <td></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Tasks							TYPE	STATUS	PRIORITY	DUE DATE	DESCRIPTION	ASSIGNED TO	ASSIGNED TO GROUP	Assignment	Pending	Very High	02/29/2012	Correct PCV Date	Sally Someone [sbsite]																						
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<div> <input type="button" value="Add Task"/> <input type="button" value="Update Task"/> </div>																																																
<table border="1"> <thead> <tr> <th colspan="2">Details</th> </tr> </thead> <tbody> <tr><td>Type:</td><td>Assignment</td></tr> <tr><td>Status:</td><td>Pending</td></tr> <tr><td>Priority:</td><td>Very High</td></tr> <tr><td>Description:</td><td>Correct PCV Date</td></tr> <tr><td>Assigned To:</td><td>Sally Someone</td></tr> <tr><td>Assigned To Group:</td><td></td></tr> <tr><td>Create Date:</td><td>02/19/2012</td></tr> <tr><td>Created By:</td><td>Sally Someone</td></tr> <tr><td>Last Update:</td><td>02/19/2012</td></tr> <tr><td>Updated By:</td><td>Sally Someone</td></tr> <tr><td>Due Date:</td><td>02/29/2012</td></tr> <tr><td>Start Date(mm/dd/yyyy):</td><td></td></tr> <tr><td>Complete Date:</td><td></td></tr> <tr><td>Notes:</td><td>Please check/correct the date of the PCV vaccine given date</td></tr> </tbody> </table>							Details		Type:	Assignment	Status:	Pending	Priority:	Very High	Description:	Correct PCV Date	Assigned To:	Sally Someone	Assigned To Group:		Create Date:	02/19/2012	Created By:	Sally Someone	Last Update:	02/19/2012	Updated By:	Sally Someone	Due Date:	02/29/2012	Start Date(mm/dd/yyyy):		Complete Date:		Notes:	Please check/correct the date of the PCV vaccine given date												
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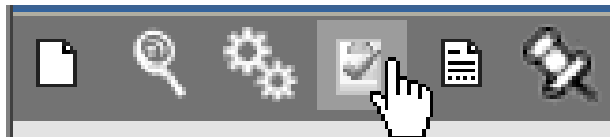
CREATE A NON-RECORD-SPECIFIC TASK

It is also possible to create a task that does not relate to a specific record.

To create a non-record-specific task:

1. Click the **Tasks** button on CIRTS toolbar.

An immunization record does not have to be open.



If a record is loaded, tasks for that current record (if any) and the current user will be displayed.

Tasks

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
Assignment	Very High	02/29/2012	Correct PCV Date	Pending	Sally Someone (02/19/2012)	100084354 - Immunization Record - Chloe Child	Sally Someone [Start Task]		Edit Delete

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
Assignment	Very High	02/10/2012	An Important task	Pending	Sally Someone (02/05/2012)	100084349 - Immunization Record - Ted Test	Sally Someone [Start Task]		Edit Delete
Assignment	Very High	02/29/2012	Correct PCV Date	Pending	Sally Someone (02/19/2012)	100084354 - Immunization Record - Chloe Child	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/10/2012	Another Important Task	Pending	Sally Someone (02/05/2012)	100084347 - Immunization Record - Joe Blivitz	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/17/2012	Facility Address	Pending	Suzy Admin (02/11/2012)	100084352 - Facility - New Tester Pediatrics	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]		Edit Delete

Add case task

Add Task

Home

2. Click the **Add Task** button.

The Add Task dialog box for a non-record-specific task will display.

Add Task

Task Information

Immunization Record:

Not specific to a case

Type:

Status:

Pending

Priority:

Very Low

Due Date:

Start Date(mm/dd/yyyy):

Complete Date:



Description:

Notes:

Assign to user:

[\[Assign to me\]](#)

Assign to group:

Save

Cancel

3. Select the task **Type** (Assignment) from the list.
4. Select the task **Status** from the list: Pending, In Progress, Completed.
5. Select the task **Priority** from the list: Very Low, Low, Medium, High, Very High
6. Enter a task **Due Date**.
7. Enter a task **Description**.
8. Enter task **Notes**.
9. Select the **User** or **Group** to whom the task should be assigned
10. Click the **Save** button.

If required information is omitted, an error message will display and the task will not be assigned until the information is provided.

Add Task

Please correct the indicated errors before proceeding:
No user or group assignment selected for the task

When all required information is provided, the task will be saved and the system will return to the CIRTS main window.

Tasks that are not record-specific will not be displayed in the Tasks tab of the Patient Information section. These tasks will display in the Tasks section of the Splash screen.

Connecticut Immunization Registry and Tracking System

Open Logout

Logged in as sbsite

Workflows

No workflows to display [More...](#)

Tasks

Assignment	Priority	Name	Record Type
Assignment	Very High	Test, Ted	Immunization Record
Assignment	Very High	Child, Chloe	Immunization Record
Assignment	High	Blivitz, Joe	Immunization Record
Assignment	High	New Tester Pediatrics	Facility
Assignment	High	Testkid, Tina Tyke	Immunization Record

[More...](#)

Welcome To Connecticut Immunization Registry and Tracking System

Welcome to CIRTS - the Connecticut Immunization Registry and Tracking System

CIRTS (Connecticut Immunization Registry and Tracking System), is a free, statewide, computerized program established and maintained at the Connecticut Department of Public Health for the purpose of assuring timely childhood immunizations. CIRTS currently contains the records of over 525,000 children. Each year, an additional 35,000 children, primarily newborns, are added.

CIRTS can:

- provide a reliable immunization history for any child, whether a new or continuing patient;
- consolidate immunizations from all providers into one record;
- provide definitive information on immunizations due or overdue;
- provide reminders and recalls for immunizations due or overdue;
- generate official immunization records needed for school and day care entry;
- generate immunization coverage reports;
- provide current recommendations and information on new vaccines;
- facilitate introduction of new vaccines or changes in the immunization schedule.

Alerts

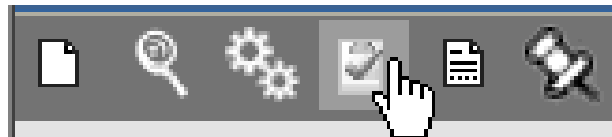
DELETE A TASK

Tasks can be deleted from immunization records.

To delete a task:

1. Click the **Tasks** button on CIRTS toolbar.

An immunization record does not have to be open.



The Tasks screen will display.

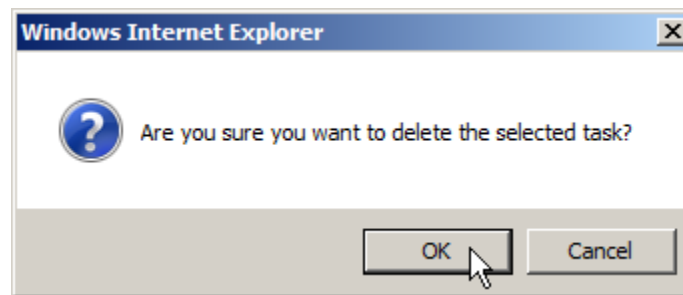
Tasks

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
None available									

My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
Assignment	Very High	02/10/2012	An Important task	Pending	Sally Someone (02/05/2012)	100084349 - Immunization Record - Ted Test	Sally Someone [Start Task]		Edit Delete
Assignment	Very High	02/29/2012	Correct PCV Date	Pending	Sally Someone (02/19/2012)	100084354 - Immunization Record - Chloe Child	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/10/2012	Another Important Task	Pending	Sally Someone (02/05/2012)	100084347 - Immunization Record - Joe Blivitz	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/17/2012	Facility Address	Pending	Suzy Admin (02/11/2012)	100084352 - Facility - New Tester Pediatrics	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]		Edit Delete
Assignment	Very Low	02/29/2012	Check for Recalls	Pending	Sally Someone (02/19/2012)	Not specific to a case	Sally Someone [Start Task]		Edit Delete

2. Click the **Delete** link for the task that will be deleted.

A Message box asking you to verify the deletion will display.



- Click the **OK** button to delete the task or the **Cancel** button to keep the task.

The task will be deleted and will no longer display in the Tasks screen, in the Splash screen, or in the Tasks tab in the Patient Information section.

Tasks

Tasks for the selected case									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
None available									
My tasks (specifically assigned to me)									
Type	Priority	Due Date	Description	Status	Created By	Immunization Record	Assigned To	Assigned To Group	Action
Assignment	Very High	02/10/2012	An Important task	Pending	Sally Someone (02/05/2012)	100084349 - Immunization Record - Ted Test	Sally Someone [Start Task]		Edit Delete
Assignment	Very High	02/29/2012	Correct PCV Date	Pending	Sally Someone (02/19/2012)	100084354 - Immunization Record - Chloe Child	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/17/2012	Facility Address	Pending	Suzy Admin (02/11/2012)	100084352 - Facility - New Tester Pediatrics	Sally Someone [Start Task]		Edit Delete
Assignment	High	02/24/2012	Possible duplicate record	Pending	Sally Someone (02/11/2012)	100084351 - Immunization Record - Tina Tyke Testkid	Sally Someone [Start Task]		Edit Delete
Assignment	Very Low	02/29/2012	Check for Recalls	Pending	Sally Someone (02/19/2012)	Not specific to a case	Sally Someone [Start Task]		Edit Delete

[Add Task](#)
[Home](#)

Chapter 18: Reports

OVERVIEW

Purpose

Describe the CIRTS reports feature

Objectives

- View and describe the CIRTS pre-defined reports
 - Print CIRTS pre-defined reports
 - Export CIRTS pre-defined reports
-

VIEWING REPORTS

Reports in CIRTS can be used to view and analyze immunization data. The reports can be displayed in two ways:

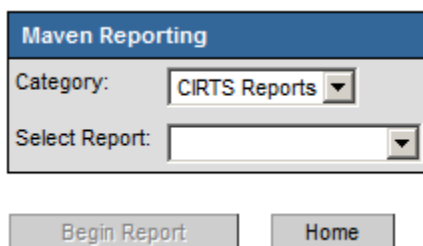
- In a non-editable format within the browser window
- Exported to Microsoft Excel. Exporting the data allows for the data to be manipulated, formatted, or even graphed.

To view a report:

1. Click the **Reports** button on CIRTS Dashboard toolbar.



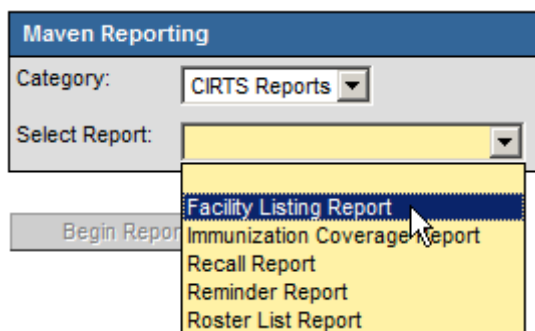
The Maven Reporting window will display.

A screenshot of the 'Maven Reporting' window. It has a blue header bar with the title 'Maven Reporting'. Below the header, there are two dropdown menus. The first is labeled 'Category:' and is set to 'CIRTS Reports'. The second is labeled 'Select Report:' and is currently empty. At the bottom of the window, there are two buttons: 'Begin Report' and 'Home'.

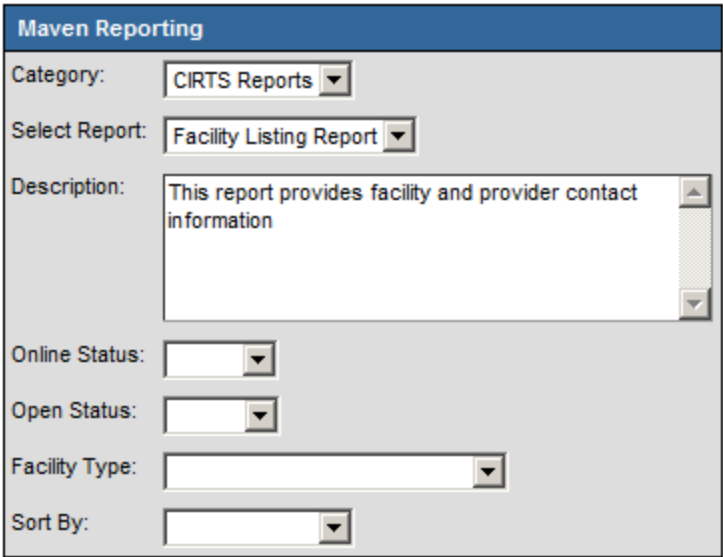
2. Select a report category from the **Category** list.

Currently, the only available report Category for Provider Site users is "CIRTS Reports".

3. Select a report from the **Select Report** list.

A screenshot of the 'Maven Reporting' window with the 'Select Report' dropdown menu open. The dropdown menu is yellow and lists five options: 'Facility Listing Report', 'Immunization Coverage Report', 'Recall Report', 'Reminder Report', and 'Roster List Report'. A mouse cursor is hovering over the 'Immunization Coverage Report' option. The 'Category' dropdown remains set to 'CIRTS Reports'.

Additional data fields will be displayed for the selected report. The fields will vary by report.



The screenshot shows the 'Maven Reporting' window. It has a blue header bar with the title 'Maven Reporting'. Below the header, there are several dropdown menus and a text area. The 'Category' dropdown is set to 'CIRTS Reports'. The 'Select Report' dropdown is set to 'Facility Listing Report'. The 'Description' text area contains the text 'This report provides facility and provider contact information'. Below the text area, there are four more dropdown menus: 'Online Status', 'Open Status', 'Facility Type', and 'Sort By'. At the bottom of the window, there are three buttons: 'Begin Report', 'Export Results', and 'Home'.



Currently, there are six pre-defined reports for CIRTS Provider site users:

- Roster List – a list of patients in a specified Date of Birth range
- Reminder Report – a list of patients due for immunizations by Date of Birth range
- Recall Report – a list of patients overdue for immunizations
- Immunization Coverage Report – a coverage rate report of patients by Date of Birth range that can be run by DPH Administrators only
- Immunization Certificate - an official certificate of the patient's immunization record
- Facility Listing - a list of all the pediatric and family practices, clinics, birthing hospitals, and health departments

Additional reports may be defined and created in the future.

Provider Sites will run the Roster List, Reminder Report, and Recall Report for their own facility. All users can run the Immunization Certificate and the Facility Listing

4. Enter the appropriate report criteria.



If you leave the Online Status, Open Status, and Facility Type blank, it will run the report for all of the sites.

5. Click the **Begin Report** button.

Maven Reporting

Category:

Select Report:

Description:

Online Status:

Open Status:

Facility Type:

Sort By:

Begin Report

Export Results

Home

The report will display in a new window.

Connecticut Immunization Registry and Tracking System - Windows Internet Explorer

http://10.28.0.58:8080/maven/viewReport.do

Google Search

Sign In

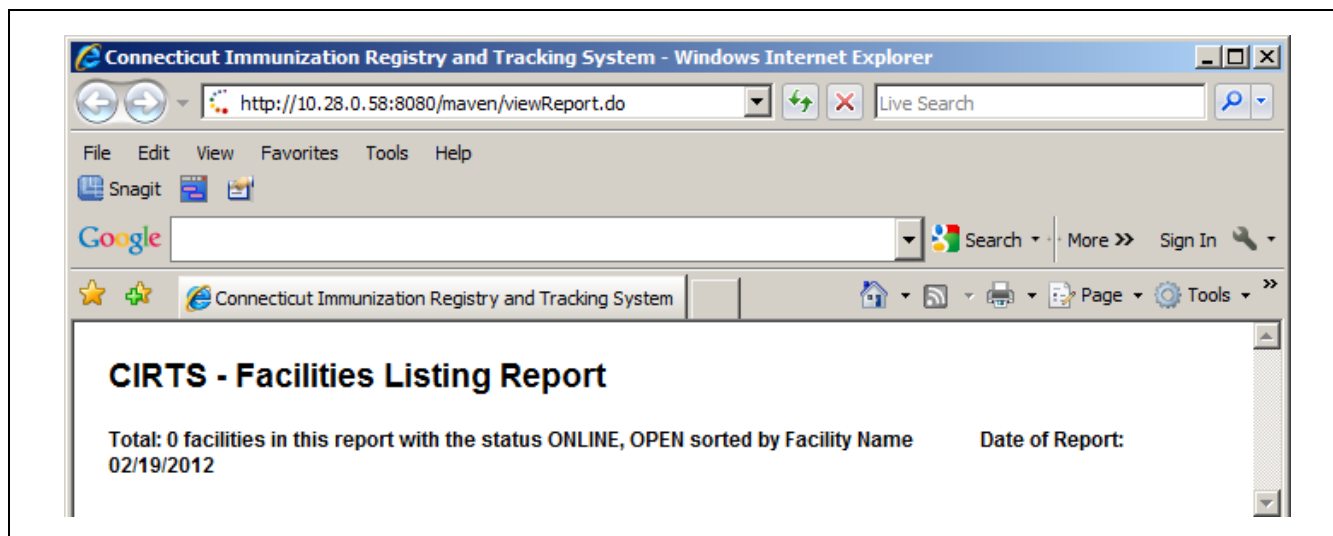
Connecticut Immunization Registry and Tracking System

CIRTS - Facilities Listing Report

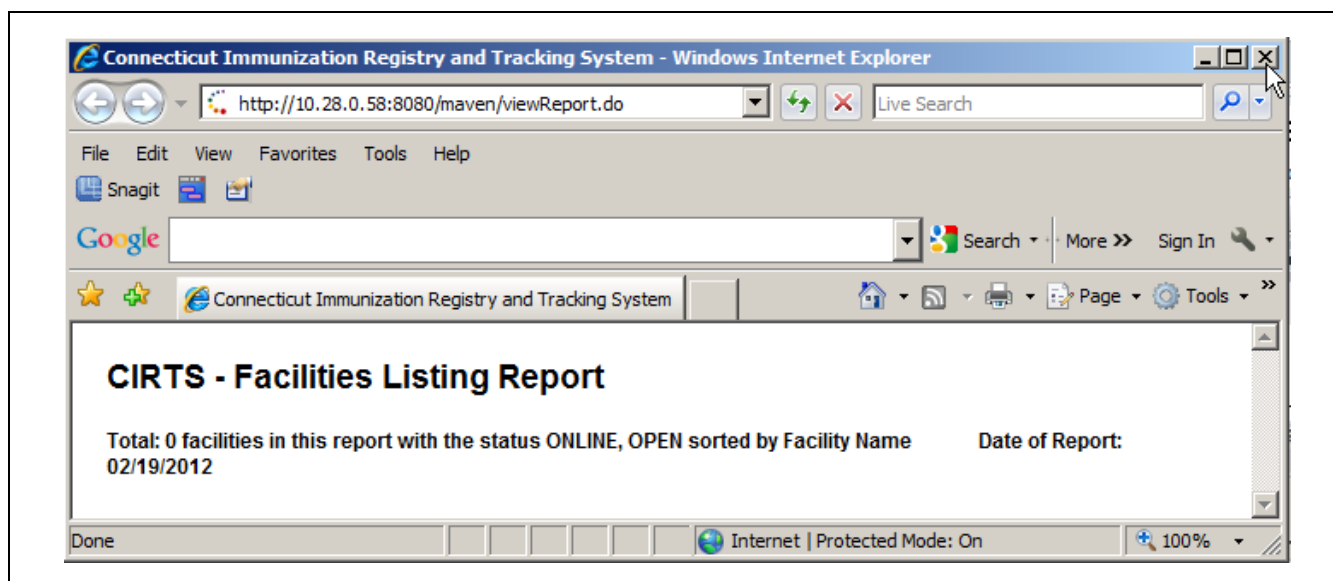
Total: 45 facilities in this report with the status OFFLINE, OPEN sorted by Facility Name Date of Report: 02/19/2012

Facility ID	Facility Name	Provider's Name	Street	Town	State	Zip	Contact Person	Primary Phone x Ext	Secondary Phone x Ext	Fax	Open
0173	Candlewood Valley Pedi		120 Park Lane	New Milford	CT	06776	DIANE	(860) 355-8190		(860) 355-3856	Open
0748	Ct Child Med CNT/NICU		282 Washington St.	Hartford	CT	06106	ELLEN SKOLY, RN MNGR	(860) 545-8950		(860) 545-8945	Open
0958	DLVRV/BACKUS Hosp		326 Washington St.	Norwich	CT	06360	ELAINE KEMPESTA	(860) 823-6517		(860) 823-6568	Open
0959	DLVRV/BRADLEY Mem Hosp		81 Meriden Ave.	Southington	CT	06489		(860) 276-5000		Missing	Open
0960	DLVRV/BRIDGEPORT Hosp		267 Grand St.	Bridgeport	CT	06110	EILEEN CALLAHAN	(203) 384-3749		(203) 384-4697	Open
0961	DLVRV/BRISTOL Hosp		Brewster Rd.	Bristol	CT	06011	JILL RUSGROVE	(860) 585-3083		(860) 585-3136	Open
0962	DLVRV/CHARLOTTE Hgtrfd Hosp		540 Litchfield St.	Torrington	CT	06790	LAURIE TALBOT	(860) 496-6395		(860) 496-6392	Open
0766	DLVRV/CT Childbirth & Women's Cntr		94 Locust Ave.	Danbury	CT	06810	SUSAN LEVY	(203) 748-6000		(203) 748-6771	Open
0963	DLVRV/CT Valley Hosp		Missing	Middletown	CT	Missing		Missing		Missing	Open
0964	DLVRV/DANBURY Hosp		24 Hospital Ave.	Danbury	CT	06810	DORIS KOLLMAN	(203) 739-7352		(203) 739-6881	Open

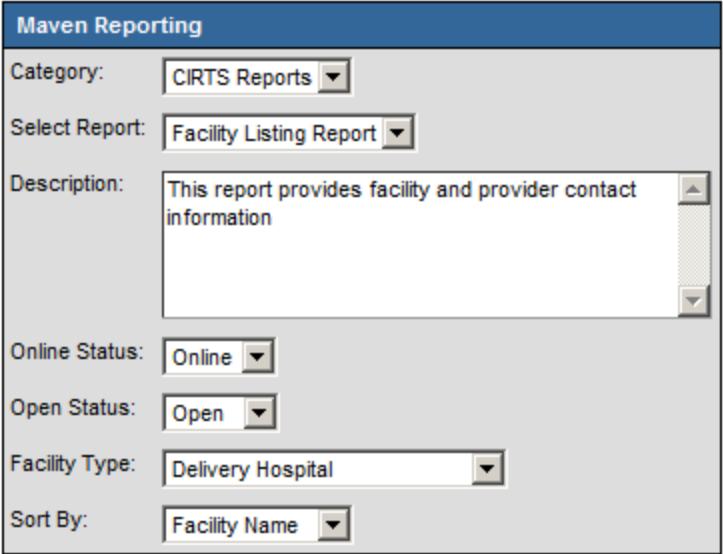
If there is no data for the report selections, the report will display with a “Total: 0” message.



6. After viewing the report, click the report window **Close** button to close the report and return to the Maven Reporting window.



7. Click the **Home** button to return to the Maven Dashboard window.



The image shows a web-based form titled "Maven Reporting". It contains several dropdown menus and a text area for configuring a report. The fields are as follows:

- Category:** A dropdown menu with "CIRTS Reports" selected.
- Select Report:** A dropdown menu with "Facility Listing Report" selected.
- Description:** A text area containing the text "This report provides facility and provider contact information".
- Online Status:** A dropdown menu with "Online" selected.
- Open Status:** A dropdown menu with "Open" selected.
- Facility Type:** A dropdown menu with "Delivery Hospital" selected.
- Sort By:** A dropdown menu with "Facility Name" selected.

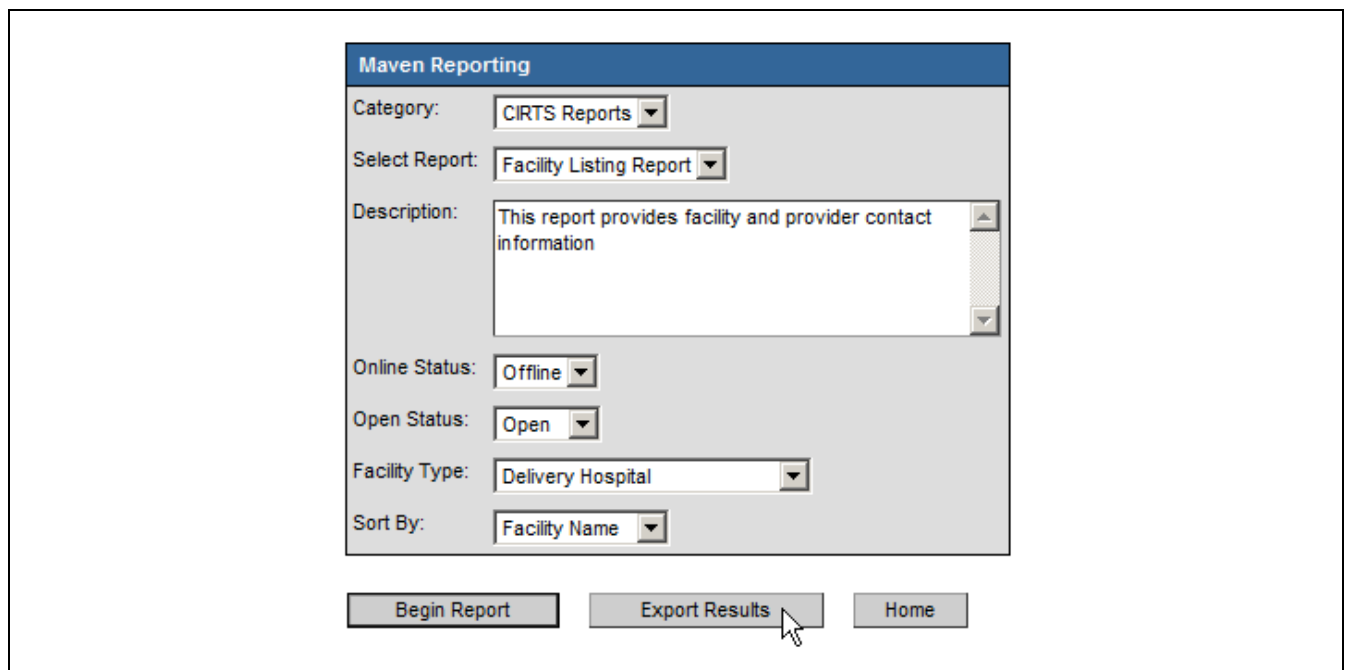
At the bottom of the form, there are three buttons: "Begin Report", "Export Results", and "Home". A mouse cursor is pointing at the "Home" button.

EXPORTING REPORT DATA TO MICROSOFT EXCEL

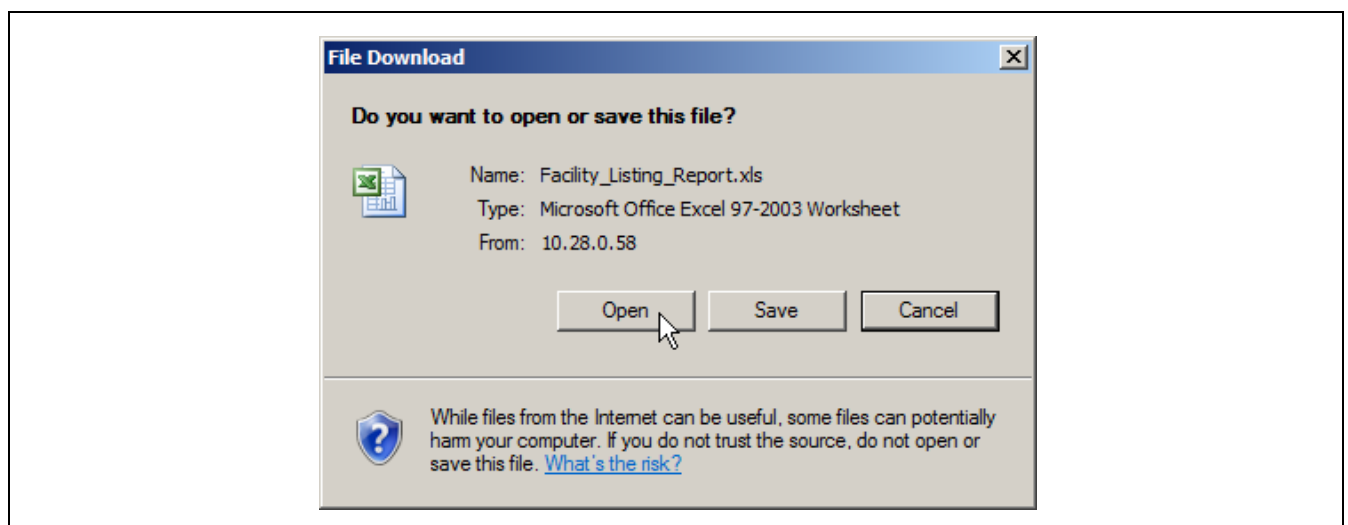
CIRTS provides the capability to export selected report data to Microsoft Excel.

To export data to Excel:

1. Follow the steps to select report data.
2. Instead of clicking the Run Report button, click the **Export Results** button.



The File Download dialog box will display.



3. Click the **Open** button.

The Excel application will open automatically and a workbook file with the report data will be created.

Facility_Listing_Report[1].xls - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer Add-Ins

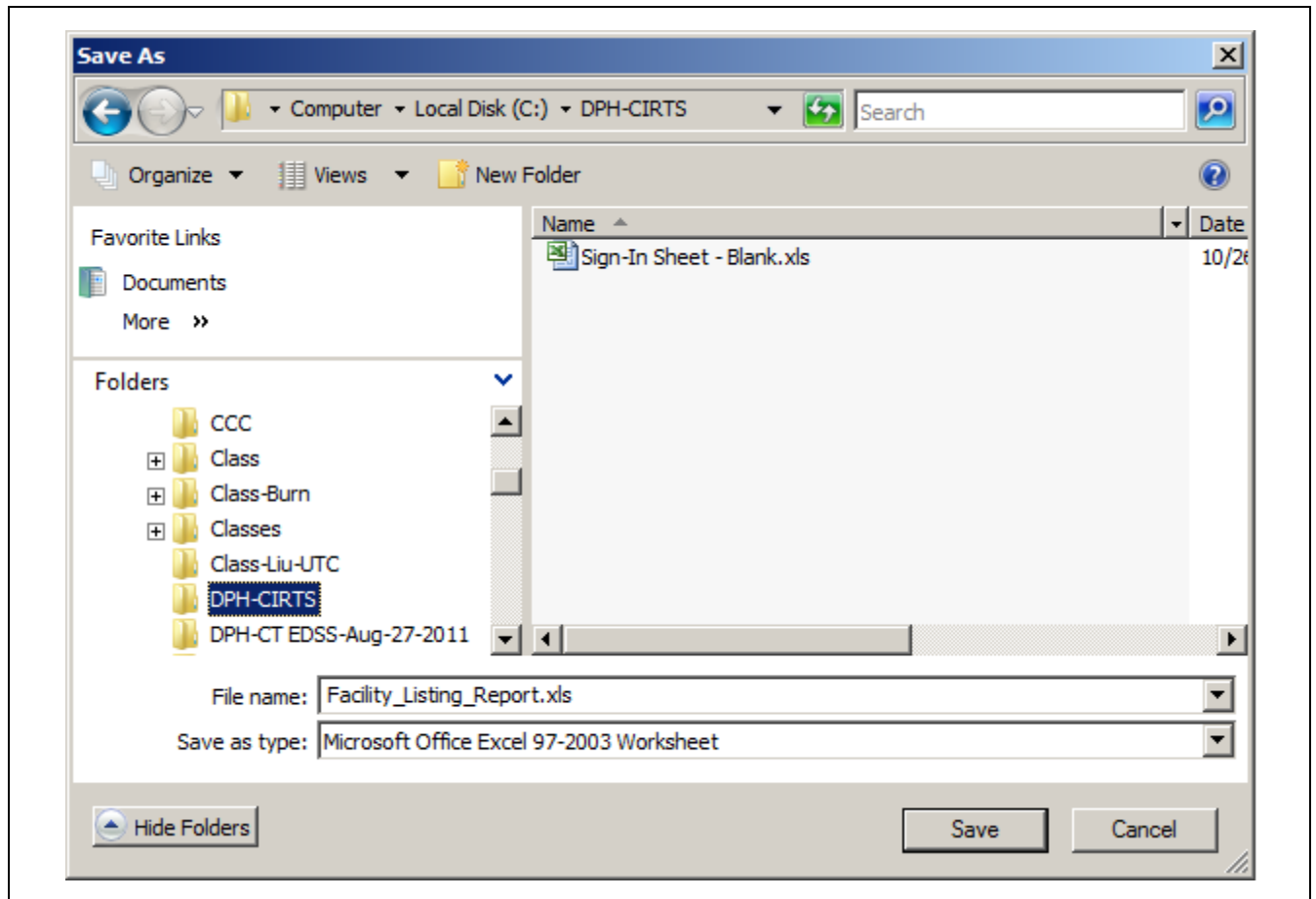
Clipboard Font Alignment Number Styles Cells Editing

A1 CIRTS - Facilities Listing Report

Facility ID	Facility Name	Provider's Name	Street	Town	State	Zip	Contact Person	Primary P
0173	Candlewood Valley Pedi		120 Park Lane	New Milford	CT	06776	DIANE	(860) 355-8190
0748	Ct Child Med CNTN/CU		282 Washington St.	Hartford	CT	06106	ELLEN SKOLY, RN MNGR	(860) 545-895
0958	DLVRY/BACKUS Hosp		326 Washington St.	Norwich	CT	06360	ELAINE KEMPESTA	(860) 823-651
0959	DLVRY/BRADLEY Mem Hosp		81 Meriden Ave.	Southington	CT	06489		(860) 276-500
0960	DLVRY/BRIDGEPORT Hosp		267 Grand St.	Bridgeport	CT	06610	EILEEN CALLAHAN	(203) 384-374
0961	DLVRY/BRISTOL Hosp		Brewster Rd.	Bristol	CT	06011	JILL RUSGROVE	(860) 585-308
0962	DLVRY/CHARLOTTE Hgfrd Hosp		540 Litchfield St.	Torrington	CT	06790	LAURIE TALBOT	(860) 496-639
0766	DLVRY/CT Childbirth & Women's Cntr		94 Locust Ave.	Danbury	CT	06810	SUSAN LEVY	(203) 748-600
0963	DLVRY/CT Valley Hosp	Missing		Middletown	CT	Missing		Missing
0964	DLVRY/DANBURY Hosp		24 Hospital Ave.	Danbury	CT	06810	DORIS KOLLMAN	(203) 739-735
0965	DLVRY/DAY Kimball Hosp		320 Pomfret St., Medical Records	Putnam	CT	06260	ANGELA LEVESQUE	(860) 928-654
0966	DLVRY/DEMPSEY Hosp		262 Farmington Ave.	Farmington	CT	06030	GWYN MUSCILLO	(860) 679-365
0955	DLVRY/FAIRFIELD Hills Hosp	Missing		Missing	CT	Missing		Missing
0967	DLVRY/GREENWICH Hosp		5 Perrigrine Rd.	Greenwich	CT	06830	DONNA KLINGEL	(203) 863-335
0968	DLVRY/GRIFFIN Hosp		130 Division St.	Derby	CT	06418	GERI AHERN	(203) 732-725
0996	DLVRY/HARTFORD Hospital		80 Seymour St.	Hartford	CT	06102	EDITH GORE	(860) 545-4411
0975	DLVRY/HOSP Central CT/NGH		100 Grand St.	New Britain	CT	06050	JANICE VILCINKAS	(860) 224-5120
0969	DLVRY/JOHNSON Mem Hosp		201 Chestnut Hill Rd., Medical Records	Stafford Springs	CT	06076	GRETCHEN MESSER	(860) 684-8119
0970	DLVRY/LAUREL Hgths Hosp	Missing		Missing	CT	Missing		Missing
0971	DLVRY/LAWRENCE & Mem Hosp		365 Montauk Ave.	New London	CT	06320	BETTY BOWERS	(860) 442-0711
0957	DLVRY/MANCHESTER Mem Hosp		71 Haynes St.	Manchester	CT	06040	JANET DUNNACK	(860) 647-1222

The report data can now be manipulated just like any other Excel workbook. It is completely independent and does not have any connection to CIRTS or its data.

4. If the **Save** button is clicked instead of the Open button, the Save As dialog box will display.

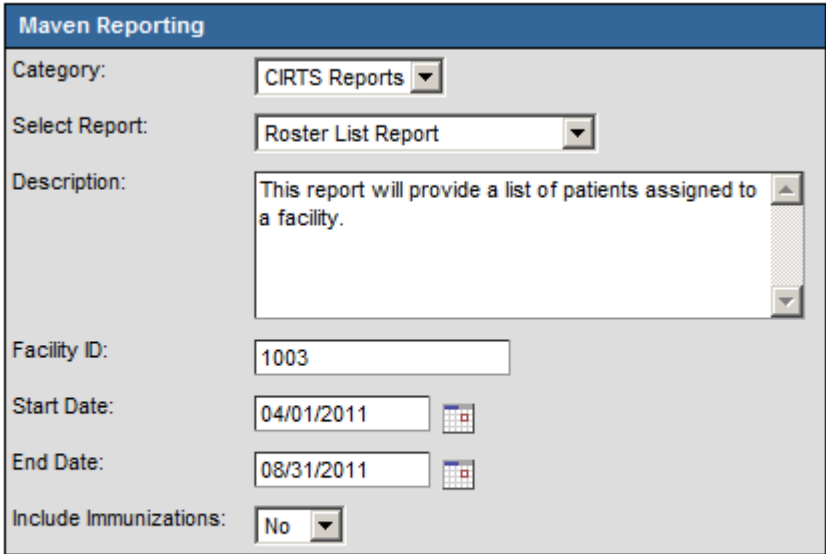


5. Enter the appropriate path and file name information and click the **Save** button to create an Excel workbook with the report data. With this option, Excel will not automatically open.

ROSTER LIST REPORT

The Roster List Report provides a list of patients for a specified Date of Birth range. The maximum date range between start date and end date is 183 (six months) days.

1. Follow the steps to view a report.
2. Select **Roster List Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' window. It contains the following fields and controls:

- Category:** A dropdown menu set to 'CIRTS Reports'.
- Select Report:** A dropdown menu set to 'Roster List Report'.
- Description:** A text area containing the text: 'This report will provide a list of patients assigned to a facility.'
- Facility ID:** A text input field containing '1003'.
- Start Date:** A date input field containing '04/01/2011' with a calendar icon.
- End Date:** A date input field containing '08/31/2011' with a calendar icon.
- Include Immunizations:** A dropdown menu set to 'No'.

At the bottom of the window are three buttons: 'Begin Report' (with a mouse cursor hovering over it), 'Export Results', and 'Home'.



If the date range exceeds 183 days, an error message will display.

Roster List Report

Error: The maximum date range between start date and end date is 183 days.

The report will display in a new window.

Roster List Report

Total: 21 patients in this report born in between 04/01/2011 and 08/31/2011 with the facility MAGIC CARPET PEDI (ID: 1003)

Birth Date	Last Name	First Name	Care Giver	Address	Phone
07/01/2011	Wurm	Cashien	Wurm, Debbye	16 Windbrook Ln, HARTFORD, CT 06106	(860) 978-6976
07/04/2011	Bolduc	Gabriella	Soprano, Heather	100 Apple Rd., HARTFORD, CT 06106	
07/07/2011	Baryshnikov	Raymond	Baryshnikov, Yekaterina	123 Puzzle Pkwy, HARTFORD, CT 06106	(860) 358-1321
07/07/2011	Nguyen	Lori	Nguyen, Linda	32 Lolipop Lane, HARTFORD, CT 06106	(860) 867-5309
07/12/2011	Ramos	David	Ramos, Zuleika	8 Park Rd, HARTFORD, CT 06106	(860) 676-3047
07/15/2011	Lee	Sun Sun	Lee, Chung Ja	32 Frost St, HARTFORD, CT 06106	(860) 205-8369
07/15/2011	Sacco	Rachel	Sacco, Nina	68 Miller Drive, HARTFORD, CT 06106	(860) 476-3478
07/21/2011	Soprano	Marco	Marticello, Catalina	50 Sunflower Lane, HARTFORD, CT 06106	(860) 718-1920
07/23/2011	Patel	Abhilasha	Patel, Hima	23 Main Street, HARTFORD, CT 06106	(860) 258-1470



If **"Yes"** is selected from the **Include Immunizations** list, the Roster List Report will display the Vaccine Name and Vaccine Date for each selected patient.

Maven Reporting

Category: CIRTS Reports

Select Report: Roster List Report

Description: This report will provide a list of patients assigned to a facility.

Facility ID: 1003

Start Date: 04/01/2011

End Date: 08/31/2011

Include Immunizations: No

Yes

Begin Report Export Results Home

Roster List Report

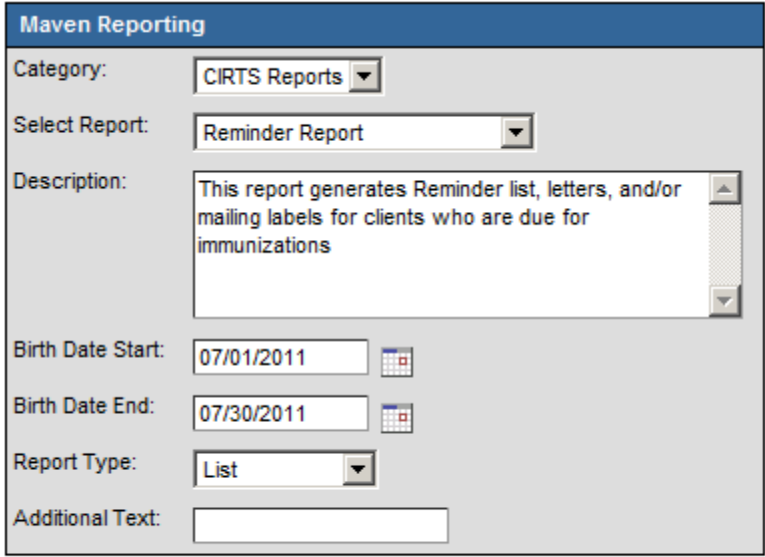
Total: 21 patients in this report born in between 04/01/2011 and 08/31/2011 with the facility MAGIC CARPET PEDI (ID: 1003)

Birth Date	Last Name	First Name	Care Giver	Address	Phone	Vaccine Name	Vaccine Date
07/01/2011	Wurm	Cashien	Wurm, Debbye	16 Windbrook Ln, HARTFORD, CT 06106	(860) 978-6976	DTaP-Hib-IPV	12/08/2011
						PCV13	02/13/2012
						HepB-Peds	07/01/2011
07/04/2011	Bolduc	Gabriella	Soprano, Heather	100 Apple Rd., HARTFORD, CT 06106		HepB-Peds	02/13/2012
						DTaP-Hib-IPV	08/29/2011
						DTaP-Hib-IPV	10/24/2011
						DTaP-Hib-IPV	01/18/2012

REMINDER REPORT

The Reminder Report provides a report of patients within a Date of Birth range that are due for immunizations. The maximum date range between start date and end date is 30 days. The report can display a list of patients, reminder letters for the selected patients, or mailing labels for the selected patients.

1. Follow the steps to view a report.
2. Select **Reminder Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Select **List**, **Letters**, or **Mailing Labels** from the **Report Type** list.
5. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' window. It has a blue header bar with the title 'Maven Reporting'. Below the header, there are several fields: 'Category:' with a dropdown menu set to 'CIRTS Reports'; 'Select Report:' with a dropdown menu set to 'Reminder Report'; 'Description:' with a text area containing the text 'This report generates Reminder list, letters, and/or mailing labels for clients who are due for immunizations'; 'Birth Date Start:' with a text box containing '07/01/2011' and a calendar icon; 'Birth Date End:' with a text box containing '07/30/2011' and a calendar icon; 'Report Type:' with a dropdown menu set to 'List'; and 'Additional Text:' with an empty text box. At the bottom of the window, there are two buttons: 'Begin Report' and 'Home'. A mouse cursor is pointing at the 'Begin Report' button.



If the date range exceeds 30 days, an error message will display.

Reminder Report

Error: The maximum date range between start date and end date is 31 days.

The report will display in a new window.

Reminder Report

Total: 11 patients in this report born between 07/01/2011 and 07/31/2011 in sbsite's facilities with due vaccines.

1003: MAGIC CARPET PEDI				
Name	Birth Date	Address	Phone	Care Giver
Wurm, Cashien	07/01/2011	16 Windbrook Ln, HARTFORD, CT 06106	(860) 978-6976	Wurm, Debbye
Bolduc, Gabriella	07/04/2011	100 Apple Rd., HARTFORD, CT 06106		Soprano, Heather
Baryshnikov, Raymond	07/07/2011	123 Puzzle Pkwy, HARTFORD, CT 06106	(860) 358-1321	Baryshnikov, Yekaterina
Nguyen, Lori	07/07/2011	32 Lolipop Lane, HARTFORD, CT 06106	(860) 867-5309	Nguyen, Linda
Ramos, David	07/12/2011	8 Park Rd, HARTFORD, CT 06106	(860) 676-3047	Ramos, Zuleika
Lee, Sun Sun	07/15/2011	32 Frost St, HARTFORD, CT 06106	(860) 205-8369	Lee, Chung Ja
Sacco, Rachel	07/15/2011	68 Miller Drive, HARTFORD, CT 06106	(860) 476-3478	Sacco, Nina
Soprano, Marco	07/21/2011	50 Sunflower Lane, HARTFORD, CT 06106	(860) 718-1920	Marticello, Catalina
Patel, Abhilasha	07/23/2011	23 Main Street, HARTFORD, CT 06106	(860) 258-1470	Patel, Hima
Caruk, Katinka	07/24/2011	444 Sunflower Lane, HARTFORD, CT 06106	(860) 728-4444	Caruk, Nancita
Martinov, Sergey	07/24/2011	35 Treetop Hill, HARTFORD, CT 06106	(860) 307-4506	Martinov, Svetlana

If **"Letters"** is selected from the **Report Type** list, the Reminder Report will display reminder letters for each selected patient.

Dear Parent or Caregiver of Sun-Sun-Lee,

Our records show that Sun-Sun-Lee needs one or more shot(s). If Sun-Sun received shots from another office, please call our office. We can update Sun-Sun's record. Otherwise, please call for an appointment.

¶

Estimados padres y/o tutores de Sun-Sun-Lee,

Nuestro registro indica que Sun-Sun-Lee necesita una o más vacunas. Si Sun-Sun recibió vacunas en otra oficina, por favor llame a nuestra oficina. Podemos poner al día el expediente de Sun-Sun. Si no, por favor llame para hacer una cita.

¶

MAGIC CARPET PEDI

(555)-555-5555

If **"Mailing Labels"** is selected from the **Report Type** list, the Reminder Report will display mailing labels for each selected patient.

Sun Sun Lee
32 Frost St
HARTFORD, CT 06106

Rachel Noelle Sacco
68 Miller Drive
HARTFORD, CT 06106

Katinka Maria Caruk
444 Sunflower Lane
HARTFORD, CT 06106

Cashien Danilo Wurm
16 Windbrook Ln
HARTFORD, CT 06106

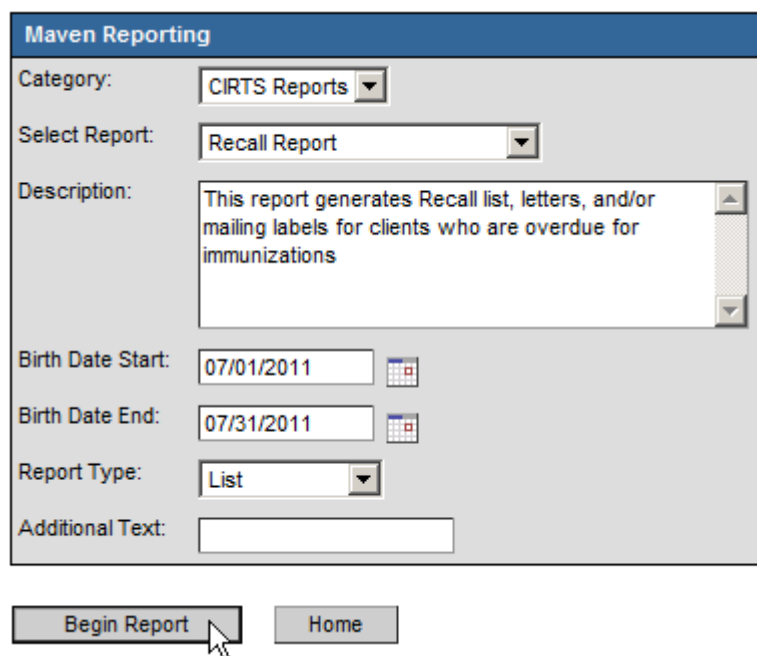
David Adarius Ramos
8 Park Rd
HARTFORD, CT 06106

Raymond Baryshnikov
123 Puzzle Pkwy
HARTFORD, CT 06106

RECALL REPORT

The Recall Report provides a report of patients within a Date of Birth range that are overdue for immunizations. The maximum date range between start date and end date is 30 days. The report can display a list of patients, reminder letters for the selected patients, or mailing labels for the selected patients.

1. Follow the steps to view a report.
2. Select **Recall Report** from the Select Report list.
3. Enter the appropriate report criteria.
4. Select **List**, **Letters**, or **Mailing Labels** from the **Report Type** list.
5. Click the **Begin Report** button.



The screenshot shows the 'Maven Reporting' window. It contains the following fields and controls:

- Category:** A dropdown menu set to 'CIRTS Reports'.
- Select Report:** A dropdown menu set to 'Recall Report'.
- Description:** A text area containing the text: 'This report generates Recall list, letters, and/or mailing labels for clients who are overdue for immunizations'.
- Birth Date Start:** A date input field set to '07/01/2011' with a calendar icon.
- Birth Date End:** A date input field set to '07/31/2011' with a calendar icon.
- Report Type:** A dropdown menu set to 'List'.
- Additional Text:** An empty text input field.
- Buttons:** 'Begin Report' and 'Home' buttons at the bottom.



If the date range exceeds 30 days, an error message will display.

Recall Report

Error: The maximum date range between start date and end date is 31 days.

The report will display in a new window.

Recall Report

Total: 11 patients in this report born between 07/01/2011 and 07/31/2011 in sbsite's facilities with due vaccines.

1003: MAGIC CARPET PEDI

Name	Birth Date	Address	Phone	Care Giver
Wurm, Cashien	07/01/2011	16 Windbrook Ln, HARTFORD, CT 06106	(860) 978-6976	Wurm, Debbye
Bolduc, Gabriella	07/04/2011	100 Apple Rd., HARTFORD, CT 06106		Soprano, Heather
Baryshnikov, Raymond	07/07/2011	123 Puzzle Pkwy, HARTFORD, CT 06106	(860) 358-1321	Baryshnikov, Yekaterina
Nguyen, Lori	07/07/2011	32 Lolipop Lane, HARTFORD, CT 06106	(860) 867-5309	Nguyen, Linda
Ramos, David	07/12/2011	8 Park Rd, HARTFORD, CT 06106	(860) 676-3047	Ramos, Zuleika
Lee, Sun Sun	07/15/2011	32 Frost St, HARTFORD, CT 06106	(860) 205-8369	Lee, Chung Ja
Sacco, Rachel	07/15/2011	68 Miller Drive, HARTFORD, CT 06106	(860) 476-3478	Sacco, Nina
Soprano, Marco	07/21/2011	50 Sunflower Lane, HARTFORD, CT 06106	(860) 718-1920	Marticello, Catalina
Patel, Abhilasha	07/23/2011	23 Main Street, HARTFORD, CT 06106	(860) 258-1470	Patel, Hima
Caruk, Katinka	07/24/2011	444 Sunflower Lane, HARTFORD, CT 06106	(860) 728-4444	Caruk, Nancita
Martinov, Sergey	07/24/2011	35 Treetop Hill, HARTFORD, CT 06106	(860) 307-4506	Martinov, Svetlana

If “**Letters**” is selected from the **Report Type** list, the Recall Report will display reminder letters for each selected patient.

Dear Parent or Caregiver of Sun-Sun-Lee,

Our records show that Sun-Sun-Lee needs one or more shot(s). If Sun-Sun received shots from another office, please call our office. We can update Sun-Sun's record. Otherwise, please call for an appointment.

¶

Estimados padres y/o tutores de Sun-Sun-Lee,

Nuestro registro indica que Sun-Sun-Lee necesita una o más vacunas. Si Sun-Sun recibió vacunas en otra oficina, por favor llame a nuestra oficina. Podemos poner al día el expediente de Sun-Sun. Si no, por favor llame para hacer una cita.

¶

MAGIC-CARPET-PEDI

(555) 555-5555

If “**Mailing Labels**” is selected from the **Report Type** list, the Recall Report will display mailing labels for each selected patient.

Sun Sun Lee
32 Frost St
HARTFORD, CT 06106

Rachel Noelle Sacco
68 Miller Drive
HARTFORD, CT 06106

Katinka Maria Caruk
444 Sunflower Lane
HARTFORD, CT 06106

Cashien Danilo Wurm
16 Windbrook Ln
HARTFORD, CT 06106

David Adarius Ramos
8 Park Rd
HARTFORD, CT 06106

Raymond Baryshnikov
123 Puzzle Pkwy
HARTFORD, CT 06106

Contact Information

Overview

For technical support and related questions, contact the following support staff:

Contacts	Phone/Fax	E-mail
DPH Help Desk (technical support for CIRTS)	Phone: (860) 509-7777	
State of Connecticut Department of Public Health, Immunization Program	Phone: (860) 509-7929 Fax: (860) 509-8370	
Nancy Sharova (CIRTS Program Supervisor)	Phone: (860) 509-7912	Nancy.Sharova@ct.gov

Appendix A: Glossary

Overview

Some of the commonly-used terms and abbreviations in CIRTS are:

Term	Meaning
CDC	Centers for Disease Control and Prevention
CIRTS	Connecticut Immunization Registry and Tracking System
DPH	Department of Public Health, State of Connecticut
NVAC	National Vaccine Advisory Committee (NVAC) functional standards
Permission	Pre-defined rules in CIRTS that allow a user the ability to perform certain actions, such as “create an record”, “run a report” or “create a new user”
PHIN	Public Health Information Network (PHIN) published standards
Question Package	An organized set of information (questions) about a record
Role	A group of permissions (Ex: Provider Site Role)
Task	A mechanism for users to delegate assignments or work to others; may be related to a specific record or may be record-independent
User	A person who uses CIRTS
VFC	Vaccines for Children Program
Workflow	An internally-monitored mechanism within CIRTS to identify records and tasks that require user attention